

FIRST CHOICE CLINIC

Executive Director, Job Description

Objective of the Position: The Executive Director will have overall strategic and operational responsibility for First Choice Clinic's staff, programs, and growth, with the primary goal of leading the ministry towards the realization of its mission. The Executive Director is an experienced manager with the ability to influence, lead and motivate.

Type: Permanent, Full time

Hours: 36 Hours Per week, on site

Reports To: Board of Directors

Supervises: The **Executive Director** is responsible for the supervision of all clinic staff and volunteers.

Time Allocation

40% Leadership & Management

30% Ministry Growth

20% Facility Operations

10% Financial Integrity

Qualifications:

- Agree to and uphold the Statement of Faith, Mission Statement, Policies and Procedures and Philosophy of FCC and parent organization, Elevate Life.
- Exhibits strong commitment and dedication to the sanctity of all human life and principles of sexual integrity.
- A committed Christian demonstrating a personal relationship with Jesus Christ as Savior and Lord.
- Provide spiritual leadership, discipleship, encouragement and direction for others.
- Hold a bachelor's or master's degree, preferably in a related field, or related experience equivalent.
- Have proven experience in an administrative position with direct management of staff and volunteers.
- Exhibits strong skills in interpersonal communication, public speaking, computers, administrative skills, writing and effective media relations.
- Develop and implement strategic plans and goals for the clinic.
- Dependable, stable, and capable of carrying out responsibilities without day-to-day supervision.
- Respect and protect confidentiality.

Major Responsibilities:

Leadership & Management:

- Provide direction and supervision to all staff/volunteers.
- Manage staff schedules, to include Center coverage, closures, PTO and Flex time usage.
- Facilitate weekly meetings with staff to be comprised of client and staff needs, progress, challenges, goal setting and implementation.
- Conduct yearly, written and oral evaluations of all personnel.
- Insure proper training for all staff/volunteers.
- Assure quarterly staff/volunteer trainings are properly coordinated.
- Participate and encourage the participation of Staff and Volunteers in all relevant Elevate Life training opportunities, collaborative sessions and meetings.

Ministry Growth:

- Participate in functions outside normal business hours to assist in creating public awareness.
- Attend all board meetings and present periodic reports.
- Be involved in expansion and visibility of the ministry in the community by working with the Development Director to assure the local community (churches, pastors, community groups and professional community) are educated about the clinic, the sanctity of human life and sexual integrity, with the goal of obtaining support and involvement with the ministry through speaking engagements.
- Obtain feedback and continually assess goals for establishment of effective ministry programs.
- Produce long and short-term objectives to accomplish the ministry goals of the organization as determined by the Board of Directors.
- Represent the ministry to the community and media, delegate to the Development Director as needed.
- Assure promotional materials are medically accurate, relevant and updated.
- Create social media campaigns to promote the work of the ministry, events and needs, delegate to the Development Director as needed.
- Work closely with the Board of Directors and Development Director to promote public awareness of the ministry.
- Insure a yearly calendar for the ministry and implementation of special events is completed.
- Plan and conduct major fund-raising events.

Facility Operations:

- Oversee operations and all business affairs of the ministry.
- Oversee the compilation of statistical reports, accurate record keeping and reporting to the board.
- Oversees expenditures for budget expenses and oversee purchase requests.
- Insure all policies are carried out as well as develop and coordinate new policies to be approved and implemented.

Financial Integrity:

- Work with staff and treasurer on the annual budget to be presented to the Board for approval.
- Balance financial data entries with bank statements.
- Enter and track donations, including event monies and registrations, and print receipts through database, delegate to Administrative Assistant as needed.
- Annually setup online transmission schedules of EFTs, credit and debit card giving and administer changes throughout the year.
- Annually create the monthly donor spreadsheet, to be maintained by the Administrative Assistant.
- Regularly monitor the "donations received" spreadsheet and acknowledge supporters contributions on an ongoing basis via thank you letters/ cards/ calls.

The Executive Director will be evaluated on an annual basis by the Board of Directors in both written and oral form. Mid-year check in to be conducted by Board President.

Signature _____
Executive Director

Date _____

Signature _____
Board Chair

Date _____