



EXECUTIVE DIRECTOR

At Pregnancy Care Centre Grande Prairie, we envision a different story around unintended pregnancy and abortion, one where women don't feel alone, where they feel valued and respected, no matter their choice. Where we come alongside and provide dignity, support, and hope for their future. As a registered Christian charity, we offer a unique, wholistic ability to minister to the spiritual as well as physical, and emotional needs of the women, children, and families we serve. We are a dynamic, young Centre and we are growing. If this opportunity excites you, we want to hear from you.

POSITION OVERVIEW + RESPONSIBILITIES

The Executive Director has full responsibility for the overall day-to-day operations of the Pregnancy Care Centre Grande Prairie (PCCGP), which includes the implementation of the policies and procedures approved by the board of directors within the parameters of the PCCGP's budget. The primary areas of responsibility are spiritual leadership, administration, fund development, co-ordination of staff, community/public relations, and financial management. This permanent, full-time position (40 hours/week) reports to the board.

Spiritual Leadership

- Set a positive spiritual atmosphere in the Centre and the organization
- Disciple / mentor staff and volunteers
- Encourage spiritual growth

Development

- Produce long-and short-term objectives
- Plan, conduct and work with the board to execute major fundraising activities
- Communicate with donors on a regular basis
- Be involved in expansion and visibility of the Centre in the community
- Obtain feedback and continually assess goals for establishment of effective ministry programs

Financial Management

- Collaborate with the board to develop an annual budget that is presented to the board for approval
- Oversee and ensure that accurate and current financial records are being kept and reported to the board
- Oversee expenditures for budgeted expenses of Centre and oversee purchasing requests

Administration & Management

- Recruit, interview and select potential staff and volunteers with board approval
- Oversee client programs and supportive services offered by the Centre
- Provide managerial support and direction
- Oversee policies and procedures manual for the operation of the Centre
- Insure implementation of all Centre policies
- Oversee the compilation of statistical reports; accurate record keeping; and reporting to the board
- Along with the board, coordinate a yearly calendar for ministry and implementation of special events
- Attend all board meetings
- Conduct annual & semi-annual written and oral evaluations of staff, and follow biblical principles for communication, coaching and feedback
- Oversee preparation of quarterly newsletter
- Oversee computer record keeping, statistics, and client files
- Provide monthly client services reports and statistics to the board

Community & Public Relations

- Work closely with board to promote public awareness of the work of the Centre
- Serve as spokesperson for the Centre and represent its ministry and services to the community and media
- Develop an ongoing relationship with pastors and churches in the community
- Develop and maintain positive working relationships with agencies, physicians and organizations that refer clients or accept referrals to the Centre
- Oversee and revise promotional materials used in presenting the Centre to clients, community, and churches
- Educate in high schools, Christian groups, churches, and civic organizations regarding the Centre programs
- Strategize and oversee donor communications (thank you cards, emails, mailouts, etc.)
- Maintain an ongoing pledge program for individuals

Client / Community Marketing

- Utilize social media and other advertising methods as a means for promoting the Centre
- Ensure that the Centre web site, Google business page, etc. is relative and current to the Centre's clientele
- Maintain website & Google function and content and social media marketing
- View all decisions through the eyes of prospective clients

PERSONAL VALUES

- ❖ A person of vision with the ability to look beyond the present, make plans for the future and bring these plans to reality
- ❖ A skilled, courageous leader with the ability to empower others in a healthy environment where growth is the norm and the organization's values are upheld
- ❖ A born-again, committed Christian (of at least three years) who demonstrates a personal relationship with Jesus Christ as Savior and Lord and feels a calling to serve in this capacity
- ❖ Demonstrates empathy and compassion for supporting women and families challenged by unintended pregnancy
- ❖ Trustworthy, non-judgmental; respecting sensitive issues and ensuring confidentiality of client information
- ❖ Understands the importance of equal messaging to all community groups: Clients, agencies, churches, government
- ❖ Demonstrated commitment to agree with and uphold the PCCGP's Core Documents, Policies and Procedures.

BACKGROUND

- ❖ Spiritually mature in knowledge and ability to apply Scripture to own life, as well as the people and culture of the Centre
- ❖ Strong commitment to the sanctity of life and personal sexual purity
- ❖ Bachelor's degree in psychology, social work, nursing, education, or a related helping field, or equivalent
- ❖ Three to five years' experience in a helping profession, such as counseling, nursing or social work is preferred
- ❖ Two years' experience (min) as a volunteer or staff for a Christian ministry or non-profit is an asset
- ❖ Experienced in office operations & general management of running an office and general accounting procedures

QUALIFICATIONS + CORE COMPETENCIES

- ❖ Excellent leadership abilities: decisive, bold, not easily intimidated by conflict or confrontation
- ❖ Able to supervise others as well as prioritize to confidently delegate tasks
- ❖ Positive attitude and great team-building skills; able to motivate and encourage others
- ❖ Patience & flexibility to persevere in challenging situation, work with limitations and still achieve goals
- ❖ Compassionate and empathetic servant nature; genuinely caring for others and desiring to help them succeed
- ❖ Excellent ability to coach, provide feedback and mentor using sound judgement and biblical principles
- ❖ Able to represent PCCGP capably and sensitively through well-developed written and oral communication skills
- ❖ Keenly detail-oriented and thorough, ensuring accuracy of work assignments
- ❖ Able to quickly adapt to changing circumstances and constantly evolving culture
- ❖ Well-developed use of computer and online office systems and technology
- ❖ Excellent administrative and organizational skills are necessary
- ❖ Valid driver's license and personal vehicle are required.

ADDITIONAL QUALIFICATIONS

PCCGP staff is expected to work co-operatively with others; demonstrate flexibility in organizing work; show a high degree of initiative, discernment, and resourcefulness; have good communication skills; demonstrate thoughtfulness in decision-making and maintain a high level of confidentiality in all areas of responsibility.

Staff must be non-judgmental and receptive in approach, and reflect genuine concern, respect and commitment towards individuals, boards, and organizations.

Staff should seek to be a role model in attitude, speech, and actions in their consistent daily walk with Jesus Christ. They should be prepared to explain PCCGP's religious beliefs and practices to all visitors and callers. And they should be prepared to provide resources and assistance, consistent with the Statement of Faith and Mission Statement, to all those who inquire.

APPLICATION PROCESS

Interested candidates are invited to submit a resume and cover letter to the attention of **Lisa Fisher**, board chair, at applications@pccgp.ca. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

APPLICATION DEADLINE: _____.

PCCGP is committed to the protection of children - all offers of employment will be conditional upon the successful completion of reference checks and a Police background check including Vulnerable Sector.

Accessibility accommodation is available upon request.