



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

## **EXECUTIVE DIRECTOR**

**REPORTS TO:** Board of Trustees

### **SUMMARY**

The Executive Director of Allyfe Pregnancy Clinics (Allyfe) is a strategic and influential leader with the passion and skills to ensure Allyfe delivers the highest and best quality of patient care and financial stewardship. The Executive Director is responsible for the implementation of and compliance to Allyfe policies and annual goals and objectives for the organization, including financial viability and administrative management. Guidance and direction are provided by the Medical Director, and the Board of Trustees. The Executive Director will lead and be responsible for the success of the programs and fundraising initiatives for the organization by developing, implementing and maintaining an integrated, strategic plan to broaden awareness of the mission and activity of Allyfe and to strengthen the organization's mission across key stakeholder audiences.

### **ESSENTIAL FUNCTIONS**

#### **LEADERSHIP & MANAGEMENT:**

- Alliance with, and passionate striving toward success of Allyfe's vision and mission.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize Allyfe volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Trustees; serve as ex-officio of each committee; seek and build board involvement with strategic direction.
- Lead, coach, develop, and retain Allyfe's senior management team.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Safeguard required compliance with State, Federal and relevant agency regulations.
- Continual relationship building that will support fulfilling current patient needs and maximize our potential with new patients and community collaborations.
- Maintain a healthy organizational culture through adherence to and support of the organization's accountability creed and corporate culture standards.
- Assure well-planned and timely delivery of programs through staff, volunteers and external partnerships.

- Oversee the development and implementation of standardized policies, procedures, and plans to provide consistent guidance.
- Responsible for preparing for and leading all scheduled Board meetings and providing, in a timely and accurate manner, all information necessary for effective Board meetings.
- Responsible as the primary authorized signer for executing all Board approved notes, contracts, agreements, and other instruments made and entered into and on behalf of the organization.

#### FUNDRAISING & COMMUNICATIONS:

- Responsible for ensuring the success of all income initiatives.
- Expand local revenue generating and fundraising activities to support existing program operations and potential regional expansion and/or program expansion initiatives.
- Oversee compliance of content in all aspects of communications—from online presence to community relations with the goal of maintaining a strong national brand.
- Use external presence and relationships to harvest new opportunities.

#### PLANNING & NEW BUSINESS:

- Implement and complete the strategic business planning process for potential program expansion.
- Responsible for developing three-year strategic fundraising plans that include income diversity.
- Evaluate company's financial, operational, and philanthropy structures to plan for continual improvements and a continual increase of operating efficiencies.
- Direct annual fund cultivation, solicitation, and steward donor relationships.
- Produce reports evaluating each area of fundraising strategies and progress on a regular basis in order to communicate outcomes to management teams and Board.
- Manage expenses and forecast income and costs for all existing and new projects.
- Plan and direct capital campaign and growth initiatives.
- Be an external local presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.

#### **EDUCATION AND EXPERIENCE**

- Advanced degree, ideally an MA/MS/MBA/MPA, with at least 5 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Can demonstrate past activity of the ability to build strong donor relationships through cultivation and stewardship with individual, business, and foundation donors.
- Demonstrated ability to write strategic communication pieces, including press releases, newsletters, project management plans, etc.
- Outstanding public speaking and presentation skills experience required.

- Must have in-depth knowledge of the procurement process of and revenue cycle management of complex vendors.
- Experience required to prove strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Prior experience with EHR and practice management software is preferred.

## **SKILLS & QUALIFICATIONS**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- An active, growing personal relationship with Jesus Christ as Savior and Lord.
- Compassion for and commitment to providing abortion alternatives to women facing unexpected pregnancies and their preborn babies.
- Expert level written and verbal communication skills.
- Advanced Microsoft Office, Word, Excel computer skills.
- Fundraising through relationship and networking skills.
- Knowledge of the principles and techniques of research grant administration and management.
- Management of liability surrounding policy and processes for; human resources, safety policies and actively promote adherence and safe practices in the workplace.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Accurately provide and receive information in oral and written communications.
- Consistently provide ideas, opinions, or information in an articulate, professional way.
- Actively listen to others and demonstrate understanding of other points of view.
- Willingness and ability to adjust to changing conditions or priorities.
- Take the initiative to identify and act on problems and lead by example.
- Consistently make decisions that resolve problems.

### **LEADERSHIP TRAIT REQUIREMENTS**

- Delegate effectively without abdicating authority.
- Demonstrate the ability to respond with a high degree of urgency to the needs & requests of others, internally and externally.
- Proven ability to deal constructively with conflict, resolving conflicts directly and actively promoting and gaining cooperation from others.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Ability to prioritize big picture ideas and execute into tangible actions.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move weights exceeding 25 pounds.

Ability to work on a computer and phone for at least 50% of the day.

Travel: Ability to drive to and from activities mostly in the metro area but occasionally throughout Allyfe's service area.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **FULL TIME / EXEMPT**

POSITION: Executive Director  
REPORTS TO: CEO  
SUPERVISES: Office Manager, Marketing Manager, Practice Manager & Fundraiser  
STATUS: Full Time/ Exempt  
COMPENSATION: Compensation commensurate with experience.  
SCHEDULE: Monday through Friday with evenings and weekends as required  
HOURS: 8:00AM to 5:00PM

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