



**Executive Director**  
Birthline of Loveland  
Pregnancy Resource Center  
Loveland, Colorado

**Position will be advertised until filled. Birthline will begin interviewing selected applicants in late February, 2019.**

**Please email cover letter, resume and any supporting documents to both:**

- **Lloyd Nichols, Interim Executive Director, [lloyd@birthlineloveland.org](mailto:lloyd@birthlineloveland.org)**
- **Caleb Feaver, Board of Directors President, [feaver.caleb@gmail.com](mailto:feaver.caleb@gmail.com)**

Birthline of Loveland is a 501(c)3 non-profit Christ-centered pregnancy resource center. We are a ministry of compassion, hope, healing, information and support for anyone dealing with an unplanned pregnancy, other pregnancy-related issues, and support for both fathers and mothers. We provide emotional, informational, and material resources to our clients. Founded in 1981, the center is an affiliate of Heartbeat International.

Birthline of Loveland is seeking an experienced professional to provide spiritually focused leadership. The primary job duties include but are not limited to fundraising, client advocacy, strategic planning, board relations, community relations, human resources management, financial management, media relations, and volunteer relations, within the parameters of Birthline's budget.

Successful applicants should demonstrate the following in the cover letter and resume:

- Ability to lead Birthline by implementing the vision of the Board of Directors.
- Ability to grow and maintain fundraising including networking with both individual and corporate donors and potential donors.
- Ability to incorporate modern technology in both client and donor relations including, but not limited to, social media and websites.
- Ability to supervise, motivate, recruit and retain volunteers and staff.
- Ability to partner with businesses, individuals, churches and other nonprofit organizations.
- Ability to develop and execute a long-term vision for Birthline and assist the Board of Directors with refinement and development of strategic plans and goals.

**Qualifications:**

- Must be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit a strong commitment and dedication to the pro-life position and to sexual purity.
- Agree and be willing to uphold the Statement of Faith and policies of the center.
- Experience in fundraising and ability to develop and execute fundraising strategic planning strongly preferred.
- Experience as a volunteer or employee in a ministry is preferred.
- Experience in client relations, board relations, human resources, financial management, donor relations, and community support preferred.
- Experience in marketing and public relations development.
- Exhibit strong skills in interpersonal communication, public speaking, & writing.
- Be able to provide spiritual leadership, discipleship, encouragement and direction for the staff members and volunteers.
- Be able to develop and implement strategic plans and goals for the center.
- Be able to carry out responsibilities with little or no supervision.
- Exhibit a teachable spirit to learn the intricacies of the ministry.
- Exhibits integrity in professional and personal life in accordance with accepted moral standards, straightforward and not self-serving.
- Exhibits confidence yet is authentically humble at all times.

#### **Essential Functions:**

#### **I. Administration** - Responsible for empowering Birthline's team to effectively manage the day-to-day operations which includes:

- Coordinate with Board of Directors to develop an annual budget that is presented to the Board of Directors for approval.
- Oversee and ensure that accurate and current financial records are kept and reported to the Board monthly.
- Oversee expenditures for budgeted expenses and oversee purchase requests.
- Develop and implement a financial control system that ensures financial integrity and compliance standards are met.
- Oversee the compilation of statistical reports, accurate record keeping and monthly reporting to the board.
- Coordinate the yearly calendar for the ministry and implementation of special events.
- Ensure that Birthline policies are carried out; coordinate new policies to be implemented.
- Maintain procedures manual for the operation of Birthline.

- Attend all monthly board meetings and present a monthly report.
- Oversee management of a donor management program.
- Work with the board to modify strategic plan as needed – develop goals and objectives to ensure the plan is carried out.
- Maintain correspondence with all volunteers to keep them up to date on Birthline.
- Provide volunteers with an agenda of the Board Meeting prior to the meeting and a copy of the minutes after the meeting.

## **II. Human Resources:**

- Managerial support, direction, supervision, and training to all volunteers.
- Conduct written and oral evaluations of staff on a yearly basis.
- Develop an organizational structure which ensures staff and volunteers talents and time are best utilized to carry out Birthline's mission.

## **III. Training:**

- Recruit volunteers and oversee their development.
- Supervise and assist staff in conducting volunteer training programs.
- Plan monthly training/staff meetings and ensure policies and procedures are being followed.
- Book guest speakers to speak at trainings/meetings that are of value to what we do.
- Attend the Heartbeat International convention annually.

## **IV. Development:**

- Oversee management of donor relations program.
- Plan, conduct, and execute major fundraising events and direct mail pieces and newsletters.
- Develop and execute a program to appeal to pastors and church mission boards for financial support.
- Communicate with donors on a regular basis including "thank you's" (notes and/or phone calls). Enlist help from the Board of Directors for this as well.
- Promote Birthline's visibility in the community.
- Stay apprised of community needs and look for opportunities for possible expansion of Birthline's ministry.
- Develop a yearly development plan.
- Produce long and short-term objectives to accomplish the ministry goals of Birthline.
- Obtain feedback and continually assess effectiveness of ministry programs and their specific goals.

- Stay connected to other Pregnancy Resource Directors in the area to collaborate.
- Be aware of grants and the process to obtain them.

#### **V. Public Relations:**

The Executive Director is the “face” of Birthline both on and off the job.

- Promote Birthline’s larger vision/mission that evangelism and life affirming support are inseparable.
- Educate the local community, including churches, pastors, community groups, women’s groups, as well as the professional community about Birthline’s ministry with the goal of obtaining support and involvement within the ministry.
- Develop and maintain ongoing relationships with pastors and churches in the community.
- Develop and maintain relationships with other ministries/organizations that meet client needs.
- Represent the ministry and services of Birthline to the community and the media.
- Develop, oversee, and revise promotional materials used in presenting Birthline to clients, community, and churches.
- Work closely with the Board of Directors to promote public awareness of the ministry through advertisement and church presentations.
- Maintain an active web/electronic presence with appropriate regular communication to supporters and clients.

#### **VI. Intangibles:**

- Must be a sensitive caring individual who is able to resolve conflicts in a sensitive, Christ honoring manner.
- Must be capable of building strong relationships with staff, volunteers, Board Members, and donors. Be a team builder.
- Must be a person who inspires staff/volunteers to follow their lead with enthusiasm.
- Must be able to delegate effectively.