



Job Title: Center Director for Elmore County Pregnancy Center

Position Description: The ECPC Center Director will manage the client care operations and the fundraising efforts of the Elmore County Pregnancy Center. The Center Director will also be responsible for helping the Center transition as it becomes a branch of First Choice Women's Medical Center, overseeing the merging process.

Reports to: Elmore County Pregnancy Center Board of Directors in conjunction with First Choice Women's Medical Center Executive Director (ED)

Supervises: ECPC on-site staff & volunteers

Type of Position: Part-time, Hourly (20-25 hours/week)

Minimum Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the sanctity of all human life & to sexual purity
3. Agree with and uphold the Statement of Faith and Guiding Principles of Elmore County Pregnancy Center/First Choice Women's Medical Center.
4. Bachelor's or Master's degree, preferably in a helping field, or related experience equivalent
5. Managerial experience preferred, counseling experience helpful
6. Must have computer competency and willingness to learn
7. Exhibit strong interpersonal and administrative skills and problem-solving abilities
8. Be able to provide spiritual leadership, discipleship, and support to fellow staff
8. Demonstrate satisfactory knowledge of pregnancy, abortion, and related health issues.

Essential Functions:

Perform the following duties under the authority and direction of the ECPC Board in conjunction with the First Choice Executive Director:

1. Oversee and implement all client care

- Manage all client care services
- Work with First Choice ED to ensure that systems and services are streamlined and efficient
- After merger, with First Choice ED to conduct annual employee evaluations
- Assign duties and coordinate efforts of all client services staff and volunteers, using their gifts to ensure the ECPC location is operated with excellence
- Provide vision, direction, and oversight for the growth of specific programs (parenting education, fatherhood ministry)
- Provide direct client care through pregnancy test appointments and parenting education sessions, as needed

- Oversee maintenance of the on-site Baby Store
- Maintain current information on referral resources for clients, updating referral directory as necessary

2. Recruit, train, and supervise volunteers

- Work with First Choice ED to find new ways of recruiting volunteers
- Interview, approve, and onboard all prospective volunteers (receptionists & client advocates)
- Supervise staff and volunteers by offering help with resources, policy adherence, and charting

3. Lead client marketing efforts in Elmore County

- Connect and build relationships with other agencies that serve similar clientele, making them aware of our services and creating practical partnerships
- Seek out grassroots awareness opportunities (health fairs, community events, etc.) for the Center to generate exposure among Elmore County residents

4. Spearhead fundraising efforts specific to Elmore County

- Work with the First Choice ED to identify fundraising opportunities and sources in the Elmore County community
- Together with the First Choice ED, secure financial support from individuals, foundations, churches, and corporations
- Develop and maintain ongoing relationships with Elmore County donors through regular correspondence
- Work with First Choice ED to implement annual fundraising dinner and other event opportunities

5. Develop and grow local church relationships

- Foster relationships with churches in Elmore County by meeting with pastors, missions pastors, and other church leaders with the goal of building strategic partnerships
- In conjunction with the First Choice ED, seek out opportunities to speak to churches, groups, Sunday School classes, etc. to build awareness and solicit volunteer and financial support

6. Other Functions

- Provide spiritual leadership of client care staff and volunteer team through prayer and encouragement
- Assist other staff members as needed to effect optimal functioning of the ministry
- Participate in and help with any fundraisers
- Participate in health fairs, missions conferences, speaking engagements, etc. as needed