

# Job Posting

**THE RESOURCE CENTER for PREGNANCY & STD SUPPORT**  
**September 2023**

## **Position Opening: Executive Director**

The Resource Center, a Christian life-affirming, non-profit medical clinic is searching for an Executive Director to provide experienced ministry oversight and leadership. This is a permanent full-time position.

**Job Status:** Exempt, Full-time, Leadership

**Reports to:** Board of Directors

**Supervises:** Clinical Services Director, Development team and Business office staff.

**Starting Salary:** Salary commensurate with experience **and skills** (\$85,000 - \$105,000)

**You are also eligible for:**

- Personal leave
- Paid Holidays
- Medical Stipend
- Simple IRA
- Colorado HFWA Leave
- FAMLI in 2024.

The primary function of the Executive Director is to carry out all executive responsibilities of the organization in order to ensure that services are provided in accordance with the center's mission, vision, and strategic plan.

### **Responsibilities:**

- \*\*Implement all policies and procedures
- \*\*Lead the process of planning including setting vision and executing the current Strategic Plan as directed by the Board
- \*\*Ensure financial solvency of the ministry
- \*\*Supervise the acquisition, retention, training, support, and evaluation of staff
- \*\*Responsible for-sustaining a life-affirming, compassionate staff culture
- \*\*Provide spiritual leadership, conducting necessary training and prayer opportunities
- \*\*Provide daily oversight and support to medical and clinical services leadership
- \*\*Provide training and support to all funding and marketing efforts of the development department
- \*\*Serve on Board of Directors as the primary communication link between the board and staff
- \*\*Provide Board of Directors with necessary research for current deliberations and goal setting
- \*\*Serve as the public 'face' of the ministry engaging church congregations, civic organizations, businesses and local media.
- \*\*Oversee the official calendar of events

### **Qualifications:**

- \*\*Proven ability and experience to manage staff of 14 including leadership, development, and evaluation. Knowledge of standard employment practices and payroll would be an asset.

- \*\*Above average knowledge of Biblical principles regarding prayer, human relationships, financial stewardship, and conflict resolution
- \*\*Ability and passion to defend the sanctity of life
- \*\*Experience in community relations development and public speaking presentations
- \*\*Proven marketing and branding experience
- \*\*Experience with multiple forms of fund development; (event planning and donor engagement)
- \*\*Christian ministry and/or non-profit experience will be a plus

Interested candidates will be asked to provide a resume and information concerning their Christian commitment, church involvement and pro-life values.

\*Application form, Full Job Description available: <https://tests4greeley.com/employment/>

Further Questions: Contact Gail Holmes at [executivedirector@pregnancygreeley.com](mailto:executivedirector@pregnancygreeley.com)

Applications accepted until position is filled!