Position Title: ASSOCIATE EXECUTIVE DIRECTOR

Qualifications:
1) Be a born again believer in Jesus Christ, willing and able to share faith in Christ with others.
2) Be thoroughly pro-life in conscience and practice.
3) Maintain a consistent life affirming philosophy and would never refer or advise a woman to have an abortion. (When a situation arises where a woman’s life is at risk the clinic advocates taking measures to preserve her life, hoping that the woman and her child can both be saved)
4) Express full agreement with corporation’s Statement of Principle, Statement of Faith, Mission Statement, Articles of Incorporation and By-laws.
5) Experience in leading/managing others in a business and/or ministry setting.
6) Sincere desire to reach out to abortion-vulnerable and abortion-minded women.
7) Have good organizational skills.
8) Respects confidentiality.
9) Have a bachelor’s degree.
10) Experience with managing people.
11) Exhibit skill in interpersonal communication, public speaking, and written communication.
12) Be able to carry out responsibilities with little or no supervision.
13) Demonstrate a lifestyle consistent with PRC’s Statement of Faith and uphold PRC’s Statement of Principle.

Responsibilities: The main responsibilities of the Associate Executive Director fall into three categories: (1) The financial stability and growth of PRC including overseeing the fundraising/special events, (2) The day-to-day operations of PRC, (3) The management and supervision of all paid staff except the Executive Director.

Reports To: Executive Director

Supervises: Business and Clinic Managers

Development:
1) Solicit new funds from businesses, families, individuals, and groups.
2) Maintain contact with donors through phone calls, letters, emails, and appointments. Develop new donors to the ministry.
3) Oversee/Spearhead the Walk for Life, Baby Bottle Campaign, Pie Auction, and Share in Life Celebration to ensure they are executed in a timely manner.

Management:
1) Oversee the hiring of all business and clinic staff. Staffing areas include the following: Accounting, A-Team, Advertising, Communications, Client Statistics, Nursing.
2) Ensure training and evaluations are executed for all paid staff.
3) Provide leadership to nurture professional practices at PRC.
4) Ensure confidentiality for our clients is kept in high focus at all times with all paid staff, client advocates, and volunteers.

Modified 7-9-19