

Hope Pregnancy Clinic

Executive Director

Reports to: Board of Directors

Job Summary: Hope is a thriving organization seeking a champion to continue the legacy of Hope's mission. The mission is to empower women who are unprepared for pregnancy to make healthy, life-affirming decisions, and to introduce them to Jesus. As Hope Pregnancy Clinic's Executive Director, the ideal candidate is tasked to oversee staffing, budget, operations, community relations, fundraising, and communications. This position entails visionary and strategic planning ensuring sustainability through fundraising and building relationships with volunteers, donors, churches, and the community. This individual will maintain and build upon the current culture at Hope and foster a team atmosphere.

Job Responsibilities:

- Support and foster a positive, collaborate culture, where all team members feel valued
- Ensure processes are in place to address hiring, training, and termination of employees
- Provide budget forecasting and oversight to ensure a healthy financial position
- Develop and implement fundraising strategies for ongoing operations and capital campaign
- Develop partnering relationships with churches and pastors
- Present at churches, businesses, and other community groups
- Solicit potential significant donors
- Explore new revenue-generating avenues
- Oversee the stewardship, gift accounting and reporting functions
- Oversee development team:
 - Ensure that all donors receive acknowledgment of their gifts
 - Ensure donor database is maintained
- Oversee the Services Director and all related to Hope's services to women.

Job Skills & Qualifications:

- Five years' experience in non-profit and/or church leadership roles preferred
- Bachelor's degree: fundraising, marketing, public relations or business preferred
- Knowledge of fundraising including development planning, annual giving and major gift cultivation and solicitation
- An understanding and commitment to Hope's culture as the "compassion arm" of the pro-life movement.
- Experience supervising and building a staff team
- Knowledge of communications planning, social media and public relations.
- Excellent interpersonal, management, verbal and written communication skills.
- Knowledge of budget development, administration and staff management.
- Computer skills preferred include MS Word, Excel, PowerPoint, Outlook and donor database.
- Be well-organized and highly motivated, with a high capacity for multi-tasking
- High integrity
- Servant-leader
- Good natured and highly relational
- Strategic

Hope's Employment Requirements:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as her Lord and Savior
- Be a committed member of a local church congregation
- Exhibit a strong commitment and dedication to the sanctity of all human life
- Agree with and uphold the HPC Statement of Faith, Mission Statement and Core Values

HOPE PREGNANCY CLINIC

Statement of Agreement

Please read and sign to signify your agreement with the following Hope Pregnancy Clinic Statement of Faith, Mission Statement, Statement of Purpose and General Ministry Policies.

HPC Statement of Faith

- We believe the Bible to be the only inspired, infallible, and authoritative Word of God. (2 Tim 3:16)
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matt 28:19, 1 Cor 8:6)
- We believe in the deity of Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His vicarious and atoning death through His shed blood; in His bodily resurrection; in His ascension to the right hand of the Father, in his present rule as head of the church and in His personal return in power and glory. (Matt 1:18-25, Phil 2:5-8, 1 Tim 2:5)
- We believe that for the salvation of lost and sinful humanity, regeneration by the Holy Spirit is essential, and that repentance from sin and acceptance of Jesus Christ as Lord and Savior is the only way to come into a relationship with God. (John 3:5, Rom 8:9)
- We believe that salvation is by faith alone and in Christ alone. (Ephesians 2:8-9)
- We believe there is only one mediator between God and Man, the man Christ Jesus. (1 Timothy 2:5)
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (John 14:26, Acts 5:32)
- We believe in the resurrection of both the saved and the lost: they who are saved unto the resurrection of life, and they who are lost unto the resurrection totally devoid of any hope. (John 5:28-29, Rev 20:11-15)
- We believe in the spiritual unity of believers in our Lord Jesus Christ with equality across race, gender, and class differences. (Eph 4:13, Col 3:14)

HPC Mission Statement

Hope Pregnancy Clinic exists to empower women who are unprepared for pregnancy to make healthy, life-affirming decisions and to introduce them to Jesus.

HPC Statement of Purpose

Hope Pregnancy Clinic exists to uphold the sanctity of human life by providing an avenue for a compassionate response from the prolife community.

To bring compassionate hope and practical help to those who are unprepared for pregnancy;

To present abstinence as a positive and healthy option for singles;

To provide healing and restoration for those who have been hurt by abortion;

And to share the love of Jesus Christ.

Statement of Agreement cont'd

HPC General Ministry Policies

Hope Pregnancy Clinic (HPC) is an outreach ministry of Jesus Christ through the local church in Marion and Polk Counties. Therefore, HPC, embodied in its' staff, is committed to presenting the Gospel of our Lord Jesus Christ, both in word and in deed, to women, couples and families facing unplanned pregnancies. Commensurate with this purpose, those who labor as HPC board members, paid staff and volunteers are expected to know Jesus Christ as their Savior and Lord and to live by the values as put forth in Scripture.

HPC is committed to providing its' clients with accurate and complete information about abortion, prenatal development, parenting and adoption.

HPC is committed to assisting women to carry to term by providing emotional support and practical assistance. Through the provision of God's people and the community at large, women may face the future with hope and plan constructively for themselves and their babies.

HPC never discriminates in providing services because of race, creed, religion, gender, national origin, sexual orientation, age, disability, or the marital status of its clients.

HPC never provides, advises or refers for abortion or birth control. Married couples seeking contraceptive information are encouraged to contact their physician.

HPC is committed to helping individuals recover from their abortion experiences through one on one peer counseling and small support groups.

HPC offers its' services free-of-charge at all times.

HPC is committed to promoting abstinence as the only positive and healthy lifestyle for unmarried men and women and to the belief that sex outside of marriage is contrary to God's Word. We also believe that marriage is a covenant between one man and one woman, before God, that same-sex relationships are contrary to God's Word and are inherently unhealthy, physically, emotionally and spiritually.

HPC is committed to client confidentiality regardless of age or marital status except in cases where reporting is required. (i.e. suicide, homicide, abuse, statutory rape and rape 3)

HPC is committed to creating awareness within the local community of the needs of pregnant women and of the fact that abortion only compounds human need rather than solving it.

HPC recognizes the validity of adoption as one alternative to abortion but is not biased towards adoption over parenting. HPC is independent of any adoption agency, relating to them as they would any other referral organization. HPC receives no payments of any kind from any adoption agency. There are no representatives of any adoption agency on our volunteer staff nor do we share combined office space. HPC never initiates or facilitates independent adoption, but will always refer the patient to several agencies for her to choose from.

I have read the HPC Statement of Faith, Mission Statement, Statement of Purpose, and General Ministry Policies and am in complete agreement with them. Should an opportunity arise to represent the HPC or speak to HPC patients, I agree to do so in accordance with the tenants listed above. I understand that promoting anything that is contrary to the above listed statements may lead to my dismissal from service at Hope Pregnancy Clinic.

Your Signature: _____ Date: _____