

Birthright Geauga

EXECUTIVE DIRECTOR POSITION

Objectives of the position: The Executive Director has full responsibility for the pregnancy resource center, including the implementation of the policies and procedures approved by the Board of Directors within the parameters of the resource center's budget. The primary areas of responsibility will be community and public relations, program development, and center administration

Status: 32–35 hours per week.

Reports to: The Board of Directors

Supervises: All volunteers and paid staff

Essential functions/skills needed:

1. Client Outreach

- Identify and communicate with potential clients;
- Identify needs and provide appropriate assistance;
- Refer to necessary resources;
- Identify and respond appropriately to difficult situations (client is seeking an abortion, suffers from physical abuse, evidences signs of drug abuse, child safety issues, etc.);
- Administer pregnancy tests.

2. Community Outreach and Donor Networking

- Develop and maintain relationships with community organizations, churches, schools, government agencies, etc.;
- Seek out and participate in public speaking opportunities to build awareness and to promote Birthright
- Identify and participate in networking opportunities (Red Key, Chamber of Commerce, etc.).

3. Personnel Development

- Recruit volunteers and Board Members;
- Participate in interviewing of new Board Members;
- Identify ongoing training and development opportunities for self, staff and Board Members.

4. Communication and Writing

- Strong written and verbal communication skills;

- Grant Writing: Determine where to apply, screen the organizations to ensure their values are consistent with the values of Birthright, and write the grants;
- Review and approve written articles for newspapers, church bulletins, etc.;
- Write timely thank you notes;
- Demonstrate professional phone etiquette;
- Compose general business correspondence;
- Maintain client records.

5. Office Management

- Proficient in Microsoft Office;
- Proficient or able to gain proficiency in QuickBooks;
- Ability to work within deadlines;
- Available to attend meetings before and after work;
- Identify, interview, select, and train a solid volunteer base;
- Oversee volunteer(s) in maintaining Birthright's social media presence;
- Determine needed donation items and communicate need to appropriate donors;
- Collaborate with the Board President to plan Board meetings;
- Ability to perform moderate physical tasks.

6. Other Responsibilities

- Must be present at all Board and Executive Board meetings;
- Ability to attend such trainings and conferences as needed for personal development, networking, or refreshment, as approved by the Board of Directors;

Application Process: Interested candidates may send a cover letter and resume with references to:

leslielinsky@gmail.com

or

**Birthright Geauga, Inc.,
209 Center Street – Suite A
Chardon, OH 44024
Attn.: Leslie Linsky**