



## Job Description

**Position Title:** Executive Director

**Reports to:** The Board of Directors

**Status:** Full-time

**Classification:** Exempt

**Last updated:** June 2022

### Organization Mission and Core Values

The mission of Expect Hope is to provide a supportive residence for expectant women while they build self-sustainable lives founded on faith in Jesus Christ.

#### 1. Preeminence of Christ

Jesus is first and foremost in everything related to Expect Hope. He is “the head of all rule and authority” and we look to His example of absolute righteousness as the standard for moral values, attitudes, behavior, and life choices. (Colossians 1:15-23, Colossians 2:10)

#### 2. Authority of Scripture

The moral standard revealed by God in the Bible is absolute and informs how we are to relate to our Creator and all others. (Matthew 22:37-40)

#### 3. Sanctity of Life

Each human life begins at the moment of conception, regardless of the circumstances, and every conceived child bears the image of God. The child is His creation who should be protected and cherished. (Psalm 139:13-16)

#### 4. Unified Leadership

God is glorified when leaders are united in the wisdom that comes from Christ Himself. We “make every effort to keep the unity of the Spirit through the bond of peace” by cultivating a posture that acknowledges and defers to His presence. (I Corinthians 1:30; Ephesians 4:3)

#### 5. Empowerment of Mothers

Mothers are empowered by the building of capital and opportunity. This includes increasing social connections, tangible property, employable skills, and laying a strong spiritual foundation, all of which results in the alleviation of economic, relational, and spiritual poverty. (Zechariah 7:9-10, Micah 6:8, Job 31:16-23)

#### 6. Advancing Effective Partnerships

The church, an expression of Jesus and his primary agent of change, proclaims the message of reconciliation with God and love for neighbor. We appreciate the strength and beauty that comes when all parts of the body of Christ work together to accomplish his purposes. Our partnership with Christ-honoring churches and private sponsors is a great source of encouragement as together we provide support for expectant women. (Acts 1:8; 2 Corinthians 8:1-15)

## **Position Description**

The Executive Director is the chief executive officer of Expect Hope, Inc. (Expect Hope) appointed by the Board of Directors. The Executive Director is the visionary of the ministry and will oversee the execution of the strategic plan approved by the Board of Directors. The Executive Director shall hire, train, develop, and manage employees and facilitate program changes at an organizational level. The Executive Director is the principal fundraiser and leads ministry development through the annual fundraising plan.

## **Responsibilities**

### ***Board of Directors***

- Attend all meetings of the Board of Directors
- In collaboration with the Chair, schedule board meetings, develop agendas, provide requested reports and assist the Secretary with notices and the maintenance of official records
- Serve as a member of designated board committees keeping them informed of all operations
- Assist the Treasurer in the preparation and submission of the annual budget
- Provide regular reports to the Treasurer on the financial status of the operations of the programs, ensuring expenditures remain within approved budget
- Perform any other action or duty requested by the Board of Directors

### ***Management of the Program***

- Be responsible to ensure that the mission and vision of Expect Hope is being advanced by all staff members.
- Be responsible for all federal, state, county, and city requirements for the proper functioning of the ministry, including record keeping
- Supervise the Program Director who oversees the management and operation of a physical home for pregnant women in furtherance of the charitable purposes of Expect Hope, Inc.
- Ensure that the philosophy, purpose, and objectives are being accomplished in the home
- Oversee and ensure that all EH program policies and procedures are executed successfully
- Maintain confidentiality for every resident and her child and every aspect of the program
- Communicate programmatic needs to the Board for consideration
- Supervise, train, and evaluate staff in conjunction with Program Director
- Employ and discharge members of the staff according to established personnel policies
- Meet with staff at regular intervals to encourage, discuss plans, and interpret policies
- Coordinate and participate in public relations activities on behalf of the ministry
- Be responsible for continued evaluation and development of all programs
- Organize a program for the continued training and development of the staff, be responsible for all staff opportunities for training, retreats, and other activities beneficial to the staff and ministry

### ***Fundraising, Development and Church Relations***

- Be responsible with the Board for organizing and implementing all functions related to development and fundraising
- Comprehend and utilize information from the donor database. Use the information gleaned for special projects and presentations to donors
- Be responsible for newsletter production, both electronic and printed
- Maintain relationships with major donors and maintain individual files on major donors

- Prepare and update the Executive Director's Report for each board meeting
- Oversee and organize direct mail solicitations, public relations contact, and correspondence
- Be responsible for the preparation, submission, and implementation of all grants and foundation proposals. Maintain organized grant and foundation files, noting deadlines
- Develop and maintain the ministry website
- Develop new and ongoing church relationships and coordinate church speaking engagements
- Represent the ministry at community functions as needed

#### **General Administration**

- Be responsible for updating policies and procedures and manuals and forms as deemed necessary
- Be responsible to ensure that all files are securely maintained
- Be responsible for administrative aspects of licensing and contracting with overseeing government agencies and social service agencies
- Maintain calendar of all scheduled items pertaining to ministry
- Assist staff members in working with database, creating reports, correspondence, and graphic design
- Monitor and distribute incoming mail
- Oversee year end giving statement distribution

#### **Qualifications:**

- Be a committed follower of Jesus Christ
- Be a member of church that aligns with the statement of faith of Expect Hope
- Be capable of providing leadership and spiritual guidance to volunteers, supporters, and team members by word and deed
- Demonstrate a strong commitment to the sanctity of life
- Be a person of demonstrated integrity, maturity, and sound judgment
- Have excellent written and verbal communication skills (bilingual ability preferred)
- Be flexible and resilient
- Be able to multi-task and meet deadlines promptly
- Have a bachelor's degree or commensurate experience (2+ years serving with a non-profit preferred)
- Proficient in Microsoft Office Suite, Google Suite, Dropbox, Zoom, Mailchimp, and various Social Media platforms

#### **Work Environment and Team Culture**

Each Expect Hope team member is intentional to promote our staff culture. We take ownership over these values and promote them daily. We hold each other accountable in this effort. The staff culture of Expect Hope is comprised of 1) Arming ourselves Spiritually through worship, prayer, and Scripture; 2) Being faithful to our callings through education, strategy, and follow-through; and 3) Preserving the Bonds of Peace through relationship, compassion, and resiliency.

**Job Hours and Location**

The Executive Director is a full time, exempt position. Service will generally take place throughout the week as necessary for events, campaigns, and meetings. Work locations will alternate between the Executive Director's home office, the Expect Hope home, event locations, and remote meet ups with supporters and members of the community. Work attire is business or business casual depending on the location of service.

**Starting Date:** Fall 2022

**Compensation and Benefits:** Compensation is negotiable based on experience. The Executive Director receives ten vacation days and ten holidays annually in addition to safe/sick time.

**Please Note:**

The above job description is intended to describe the general nature and level of service of an employee in this position. This is not intended to be an exhaustive list of all responsibilities and qualifications. Other duties may be added, and this job description may be amended at any time.