



Job Title: Executive Director

Reports To: Board of Directors

Status: Part-Time, Exempt

Location: Montrose, CO

Organization: Life Choices Family Resource Center

Position Summary

The Executive Director (ED) serves as the chief executive and spiritual, operational, and strategic leader of the Pregnancy Resource Center, providing vision, direction, and management to advance the mission of serving women, men, and families facing pregnancy-related decisions. The ED is responsible for overall leadership, including ministry effectiveness, fundraising, financial stewardship, staff and volunteer management, community relations, and compliance with all legal and ethical standards. Working in close partnership with the Board of Directors, the ED ensures the organization’s long-term sustainability, growth, and faith-centered culture.

Mission and Values Alignment

The Executive Director must demonstrate full agreement with and active support of the organization’s Statement of Faith, Mission Statement, Statement of Principles, and all governing documents. The ED is expected to model Christ-centered leadership, uphold a consistent life-affirming position, and promote a culture of compassion, excellence, integrity, and confidentiality.

KEY RESPONSIBILITIES

Strategic Leadership and Vision

- Lead the development and execution of strategic plans in collaboration with the Board of Directors.
- Identify opportunities for program growth, community impact, and service expansion.
- Ensure all services align with mission, best practices, and ethical standards for pregnancy resource centers.
- Monitor trends, legal developments, and community needs affecting pregnancy care ministry.

Board Relations and Governance Support

- Serve as the primary liaison to the Board of Directors.
- Provide timely, accurate, and comprehensive reports on operations, finances, and ministry outcomes.
- Support board development, committee work, and strategic decision-making.
- Implement board-approved policies and ensure organizational compliance.

Fundraising and Development

- Provide leadership for all fundraising activities, including donor relations, major gifts, events, church partnerships, grants, and annual appeals.
- Cultivate and steward relationships with donors, churches, businesses, and community partners.
- Represent the ministry at fundraising events, church presentations, and community gatherings.
- Oversee development strategies and ensure achievement of revenue goals.

Financial Management and Stewardship

- Lead and development of the annual budgeting, financial planning and internal fiscal controls, working in close collaboration with finance staff and Board.
- Ensure responsible stewardship of all financial resources.
- Monitor financial performance and recommend corrective actions as needed.
- Ensure compliance with nonprofit financial regulations and reporting requirements.

Operations and Program Oversight

- Oversee all center operations, ensuring high-quality, compassionate, and compliant client services.
- Ensure appropriate policies, procedures, and risk management practices are in place.
- Support continuous improvement of client care, education programs, and outreach initiatives.
- Ensure proper data collection, outcome measurement, and reporting.

Staff and Volunteer Leadership

- Recruit, supervise, evaluate, and develop staff in alignment with mission and organizational goals.
- To reflect HR supervision Responsibilities
- Conduct written and oral evaluation of staff on a yearly basis.
- Foster a healthy, collaborative, and spiritually supportive workplace culture.
- Oversee volunteer recruitment, training, and engagement strategies.
- Ensure appropriate staffing levels and professional development opportunities.

Community Relations and Advocacy

- Serve as the primary spokesperson for the organization when appropriate.
- Build strong relationships with churches, healthcare providers, schools, social service agencies, and community leaders.
- Promote awareness of services and resources available through the center.
- Participate in collaborative efforts that support families and protect unborn life within the community.

Compliance and Risk Management

- Ensure compliance with all federal, state, and local laws, including healthcare-related regulations when applicable.
- Oversee confidentiality, client safety, and data protection policies.
- Maintain accreditation standards, if applicable (e.g., Care Net, Heartbeat International).
- Ensure year end client statistical reports are filed with appropriate agencies (Care Net).
- Ensure crisis response protocols and safety procedures are implemented and maintained.
- Ensures that the center is providing high quality, appropriate services according to medical standards of care.



QUALIFICATIONS

Required

- Strong personal commitment to the organization’s faith-based mission and life-affirming values.
- Demonstrated leadership experience in nonprofit management, ministry leadership, healthcare administration, or related fields.
- Proven success in fundraising and donor relationship management.
- Strong financial acumen, including budgeting and financial oversight.
- Excellent communication, public speaking, and interpersonal skills.
- Ability to lead, motivate, and develop staff and volunteers.
- High level of integrity, discretion, and professionalism.

Preferred

- Experience in pregnancy resource centers, women’s health services, or social service ministries.
- Familiarity with nonprofit compliance, accreditation standards, and grant management.
- Experience working with boards and governing bodies.

Core Competencies

- Visionary and servant leadership
- Strategic planning and execution
- Fundraising and relationship building
- Financial stewardship
- Team development and performance management
- Conflict resolution and sound judgment
- Cultural competence and trauma-informed leadership

Working Conditions and Schedule

- Part-time position with some evenings and weekends required for events, donor meetings, and community presentations (25-30 hours per week).
- May require occasional travel for conferences, training, and partner meetings.
- Work performed in an office and client-service environment.



Spiritual and Ethical Expectations

The Executive Director is expected to:

- Demonstrate a growing Christian faith and active participation in a local church.
- Model biblical principles in leadership, relationships, and decision-making.
- Maintain strict confidentiality and ethical conduct in all aspects of ministry.

Disclaimer

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The organization reserves the right to modify duties as needed to meet ministry needs and organizational priorities.