

Job Title: Kalamazoo Center Director

Reports To: Executive Director

Full Time | Salary

Job Summary: The Center Director oversees daily clinic and center operations, leading and managing the local staff to ensure the center operates effectively and is aligned with Alternatives' mission and values. The director will play an important role in connecting Alternatives with the local community, building relationships that advance the mission, strengthen fund development, and foster growth among clients, staff, and community partners.

Key Responsibilities:

1. Leadership and Operations Management

- a. Day-to-Day Operations: Oversee the daily operations of the center, handle onsite concerns, ensuring a safe, welcoming, and confidential environment.
- b. Strategic Planning: Work with the ED to develop, implement, and monitor long- and short-term goals.
- c. Meet regularly with directors for ongoing organizational strategic planning
- d. Observe and evaluate all local programming to ensure it is functioning in line with the mission and vision of Alternatives.

2. Staff and Volunteer Management

- a. Culture Building: Foster a local staff team culture that adheres to our Staff Character Agreement of shared values and behaviors.
- b. Hire and provide daily oversight of staff members, set goals and development plans for local center staff, and maintain accurate, up-to-date personnel files for all employees.
- c. Collaborate with the nurse managers and center directors to plan in-service trainings and volunteer appreciation throughout the year, ensuring volunteers and staff are trained in all appropriate client care.
- d. Collaborate with the Event Coordinator and the Community Development for the recruitment of volunteers.

3. Client Services

- a. Work with the medical team to ensure all center operations comply with legal, medical, and ethical standards.
- b. Handle local center concerns that may arise.

- c. Oversee and provide input on new initiatives and program expansion in collaboration with ED and directors.

4. Fundraising and Development

- a. **Donor Relations:** Collaborate with the ED and Community Development staff to develop strategies that cultivate, educate, and build relationships with donors, churches, and community partners to support the center's financial health.
- b. **Fundraising Events:** Work with the Event Coordinator and central staff to plan the annual fundraising campaign events.
- c. **Budgeting:** Prepare and manage the annual operating budget by working closely with the Executive Director and Account Manager to oversee local site expenses, develop the fiscal year budget, and make recommendations regarding local staff pay raises.

Qualifications and Skills

1. **Spiritual Maturity:** A committed Christian who agrees with the center's statement of faith and is dedicated to the pro-life position. A member or regular attender at a Bible-based church
2. **Experience:** Previous leadership experience in non-profit management, ministry, or a related field (at least 2+ years preferred).
3. **Education:** Two years of college or equivalent experience
4. **Leadership:** Proven ability to lead, manage, and delegate tasks to staff and volunteers.
5. **Personal Skills:** Strengths in administration, organization, and self-motivation
6. **Communication:** Public speaking, interpersonal, and written communication skills.
7. **Technical Skills:** Proficiency in Microsoft Office and database management.

Compensation and Working Conditions

1. Full Time: Requiring flexibility, including some evenings and weekends
2. Vacation benefits
3. Holiday Pay
4. Travel and mileage reimbursement
5. Two spiritual renewal days a year