



Title: Executive Director

Location: Brandon, MB

Hours: A flexible 30-40 hrs

Salary: Salary range \$50-65k negotiable depending on experience, education, hours per week

Requirements: High school diploma, Post Secondary Education would be an asset but not required. Experience in fundraising, leading a team and administration would be an asset. Must agree and sign the PSC core documents. Must complete a criminal record and child abuse check.

About Pregnancy Support Centre: Pregnancy Support Centre (PSC) is a charitable organization in Brandon, MB. Our mission is to bring hope and healing to women and families in Westman. Our programming is geared toward providing material goods to clients to ease the financial burden of raising children, emotional & educational support for women experiencing an unexpected pregnancy, parenting support, and post abortion support. Our centre also has a housing program called BridgeWay which is a transitional housing program for single mothers who are wanting support and community while they learn and grow into strong independent women. It includes housing and programming geared to supporting independence, building positive relationships, parenting skills, and employability skills. It is a holistic approach that has a wrap around model of support.

About The Role: The executive director has full responsibility for the overall day to day operations of the PSC, which includes the implementation of the policies and procedures approved by the board within the parameters of the pregnancy centre's budget. The primary areas of responsibility are spiritual leadership, administration, development, coordination of volunteers, community/public relations, and financial management.

Responsibilities:

Spiritual Leadership:

- Set a positive spiritual atmosphere and encourage spiritual growth in the centre
- Disciple volunteers and staff
- Encourage spiritual growth

Development:

- Produce long and short term objectives to accomplish the ministry goals for the centre
- Plan and oversee major fundraising events with the assistance of staff and volunteers
- Communicate with donors on a regular basis, i.e. newsletters, meetings, phone calls, emails, online newsletters, etc.
- Be involved in expansion and visibility of the centre in the community
- Obtain feedback and continually assess goals for establishment of effective centre programs
- Speak at churches and events to promote the centre
- Attend Directors training through Pregnancy Care Canada and attend yearly conference

Coordination of Staff and Volunteers:

- Supervise staff as they recruit and train volunteers. Support staff as needed with volunteers.
- Provide training seminars to staff/volunteers, implement an orientation program for staff/volunteers, provide ongoing staff/volunteer in-service training, and conduct staff/volunteer meetings or delegate to appropriate staff
- Ensure that policies and procedures are being followed
- Mentor and nurture volunteers and staff to ensure they are effective and appropriate in communication with both clients and the public

Fundraising and Public Relations:

- Promote public awareness of the centre
- Responsible for annual fundraising plan
- Develop ongoing relationships with pastors and churches in the community • Develop and maintain a working relationship with agencies, and organisations that refer clients or accept referrals to the centre
- Serve as spokesperson for the centre and represent its programs and services to the community and media
- Oversee and revise promotional materials used in presenting the centre to clients, community, and churches

Client Marketing:

- Oversee the development of marketing content and tools in all social media and other areas

Financial Management:

- Collaborate with the board to develop an annual budget that will be presented to the board for approval
- Oversee and ensure that accurate and current financial records are kept and reported to the board regularly

- Oversee expenditures for budgeted expenses of centre and oversee purchasing requests
- Oversee grants, write or arrange grant writers to seek out funding for the centre

Administration:

- Oversee client programs, BridgeWay housing program and any support services offered by the centre
- Maintain policies and procedures manual for the operation of the centre
- Insure that all administrative centre policies are carried out
- Oversee the compilation of statistical reports, accurate record keeping, and reporting to the board
- Attend all board meetings, prepare a written report and distribute to board members prior to the meeting
- Conduct yearly written and oral evaluations of staff, and follow Biblical principles for confrontation when the need arises
- Prepare or oversee preparation of regularly scheduled newsletters
- Coordinate a yearly operational calendar outlining all recurring date-specific activities

Program Supervision:

- Oversee counseling and other services provided for clients
- Provide counseling and services for clients when staff and volunteers are not available
- Ensure client files are maintained and updated
- Serve as a resource to staff and volunteers in more complicated client situations.

To Apply: Email a cover letter, statement of faith, and resume to danonficek@gmail.com

Closing Date: Application will be reviewed as they are received.