



Executive Director

Job Description

Bay Area Pregnancy Center (BAPC) is on a Christ centered mission to hire an Executive Director for BAPC non-profit pregnancy center, located in Clearwater, Florida. BAPC current director has dedicated and served over three decades in many capacities, she is retiring after serving our community so faithfully. We are looking for a born-again Christian who is a local supporting church member. Must possess a strong desire to support pregnant women and their families in our community through leadership of the BAPC team that provides compassionate Christian counseling, education, and local resources to prevent abortion decisions. Reporting to the board of directors, the executive director will oversee the strategic and operational efficiencies of BAPC programs and staff.

Objectives of this role

- Acquire an understanding and build a rapport with the established relationships in our local community and develop new partnerships.
- Develop community resources that can be leveraged to assist clients.
- Identify volunteers and source donations of items and supplies needed by clients.
- Maintain and implement successful fundraising plans.
- Maintain a leadership role that requires clear communication skills and decisiveness that results in effective team performance.
- Work closely with the board of directors to assess and address issues affecting BAPC in addition to quarterly reporting of BAPC's financials and key performance indicators.
- Oversee daily operations, strategies, and quality assurance while ensuring state and federal compliance. This includes all counseling sites managed by BAPC.

Responsibilities

- Agrees to be bound by the Bylaws of BAPC.
- Attending and reporting quarterly reports to the Board of Directors meetings.
- Manage all daily operations, hiring and training staff, and facility maintenance.
- Daily management of financial resources with strict safety protocols in place for handling financial resources. Plan and participate in annual budget decisions.
- Meet aggressive annual fundraising goals by securing financial support from foundations, corporations, individual donors, and government funding sources. Work with Board of Directors on annual fundraising events, oversee all external communications, including website, newsletters, and social media. Attend fundraising events. Visiting and speaking at area churches and events.
- Maintain a resource center stocked with items to materially assist those in need.

Qualifications

Consideration for each applicant will be:

- Experience and training in a non-profit corporation of comparable size.
- Experience in public relations, marketing, finances, and fundraising.
- Knowledge of leadership and management principles for nonprofit organizations.
- Experience collaborating with staff and volunteers.
- Accountability and transparency.
- Good communication skills, written and oral.

To apply for this position please send resume to: Beverly.dormois@gmail.com

If you have any questions, please contact Beverly Dormois @ 727-204-2672.