



**Date:** March 13, 2023

**Ministry Title: Executive Director**  
**Full time: Exempt**

**Reports To: Board of Directors**  
**Supervises: Staff & Volunteers**

**Position and Purpose:** Acting in concert with the mission and vision established by Pathway To Hope, of Hamilton, Ohio: The executive director (ED) will seek to fulfill the roles and responsibilities of their position as developed and established by the Board of Directors and cooperating with the Board in fulfilling its governance function as well as providing leadership and overall management direction of the organization. The ED ensures that Pathway to Hope is provided with appropriate support systems and responsive, quality service in the areas of program services, human resources, development, accounting, and related administrative functions necessary to promote the organization's mission in the community, and to provide excellent client services. The ED plans, implements, and evaluates development (fundraising, public relations, and marketing) strategies and programs to ensure the growth and stability of the organization. Additionally, the ED plans, implements, and evaluates client services programs.

### **Qualifications**

#### **Spiritual:**

1. Demonstrates a relationship with God through Jesus Christ by both a personal testimony and an ongoing pursuit of practical righteousness in their life (Rm. 10:9-10; Eph. 4:22-24)
2. Demonstrates a relationship with a local church where they pursue the divine objective for each believer towards a local church family (1 Cor. 12; Eph. 4:12-16).
3. Willingness and ability to serve clients and other Pathway to Hope constituencies (including other staff, donors, vendors, etc.) in a way that honors Jesus Christ and supports and promotes Pathway to Hope life-affirming ministry.
4. Willingness and ability to share the gospel of Jesus Christ by word and example, including prayer, to encourage clients, staff, and other Pathway to Hope constituencies and to contribute to an office environment conducive to supporting Pathway to Hope's ministry of life.

#### **Educational:**

1. Required: A Bachelor's Degree, preferably in business or nonprofit administration, human resource management, or related field.
2. Preferred: A Master's degree in a related field.

## Experiential:

1. Business management/administrative experience, including management of budget and staff of ten or more. One to five years' experience in the nonprofit sector required. Pregnancy center or other pro-life experience preferred.
2. Problem solving and program development ability/skills to develop/evaluate programs and administer/manage operations and staff of the organization and resolve problems.
3. Excellent oral and written communication skills to communicate effectively with multiple audiences/constituencies (Board, staff, volunteers, clients, donors, other organizations, government leaders, media) using a variety of formats.
4. Excellent interpersonal skills to train, manage and influence all organizational constituencies.
5. Self-starter with good judgment and integrity.
6. Excellent administration and good organizational skills.
7. Willingness and ability to demonstrate commitment to Pathway to Hope's mission.

## **Duties and Responsibilities**

### In relationship to the Board of Directors:

1. Cooperates with the Board of Directors in governance.
2. Assists the Board in strategic planning, developing objectives and goals, annual planning (including budgeting and program development), and in policy development.
3. Implements goals, objectives, policies, annual plans set by the Board and incorporates them into the daily operations of the organization.
4. Interfaces between Board and staff and other center constituencies.
5. Provides information and reports regarding administration and operations to keep Board informed (financial, programmatic, public relations, HR, etc.) as requested by the Board.
6. Informs the Board of problems or anticipated problems so that the mission of the organization may be carried out effectively.
7. Prepares for Board Meetings, handling related logistics. Provides the Board with reports and projections regarding changing facility, staffing, financial situations, and plans for facilitating and accommodating change and growth in these areas. Advises the Board of any problems that may affect the organization's stability and growth and offers possible solutions.

### In relationship to Mission, Vision, Planning:

1. Supports organization's mission through program, service and product development and delivery.
2. Researches community needs in areas pertinent to the mission of the organization.
3. Develops a plan (purpose, cost, timeframe, resources needed, execution) for programs, services, and products that support the mission and meet client needs and follow appropriate guidelines (governmental, organizational, professional, etc.), such as Board expectations, Commitment of Care and Competence, budget, laws, etc.
4. Implements/executes plans, evaluates effectiveness, and makes changes as needed and appropriate.
5. Fosters growth and stability of the organization, including fundraising, PR, and marketing.

6. Develops and suggests plans for growth to the Board. Implements effectively and efficiently plans/programs approved by the Board.
7. Oversees fundraising, planning and execution consistent with Board objectives.
8. Performs special projects or tasks as assigned by the Board.

In relationship to patrons, constituents, and the community:

1. Serves as major representative of the organization to donors, the community, and other center constituencies.
2. Develops a plan for marketing to inform external constituencies about the organization and foster support (PR and financial) for the organization's mission.
3. Communicates and interacts with other community organizations (churches, help/aid agencies), governmental agencies and leaders, general community, media, donors, and prospective donors for the purpose of educating and fostering good relationships and support. Oversees communication with external constituencies.
4. Networks with other life-affirming organizations toward fulfilling a common vision.

In relationship to clients:

1. Oversees client services.
2. Ensures quality and other standards are met in implementation/execution, provides the best possible services, products, and programs to service client needs and supports the organization's mission.

In relationship to Center Operations:

Administrative:

1. Plans, organizes, directs, and controls the day-to-day operations of the organization. Analyzes needs of the organization for daily operation and develops plans to meet the dynamic needs of the organization.
2. Follows all appropriate/applicable policies and procedures, regulations, and restrictions (governmental and organizational), including those applicable to medical services, budget, etc.
3. Adheres to appropriate/applicable policies and procedures, regulations, and restrictions (governmental and organizational), including fundraising solicitation regulations, budget, etc.
4. Ensures the development of forms, documents, reports, manuals and other materials necessary for the efficient and effective operation of the organization: client forms/materials; volunteer forms/materials; recruiting, hiring, training and operation forms and materials (job descriptions, performance reviews and employee handbook); financial reports; promotional and educational materials.
5. Follows policies and procedures and complies with all legal and organization restrictions and guidelines, including confidentiality, retention of information, employment law, budget, etc.

People Leadership & Culture

1. Ensures recruitment of volunteers and employees to fulfill Board approved plans, according to appropriate guidelines, such as Board approved budget.
2. Ensures the training of volunteers and staff to promote the mission, provide quality services, successfully execute the responsibilities of their positions, and follow

appropriate regulations, policies, and procedures. Provides enrichment and growth (personal and professional) opportunities.

3. Supervises or oversees the supervision of volunteers and staff in the execution of their responsibilities for the efficient and effective carrying out of the organization's mission. Provides timely informal and formal performance evaluation/feedback/goal setting.
4. Creates a culture/office atmosphere that encourages openness, honesty, trust, respect, Christian reconciliation/restoration/unity.
5. Demonstrates strong servant leadership by supporting and promoting harmony and a ministry of restoration/reconciliation modeled after Christ's example; serving clients and volunteers effectively and lovingly, supporting and promoting Pathway to Hope mission.

Finance and Resources:

1. Plans and manages facility and facility resources.
2. Responsible for the administration and management of the organization's resources.
3. Administers budget.
4. Ensures appropriate, accurate, and relevant recordkeeping and reporting.

**Direction/Authority**

The ED serves at the pleasure of the Board of Directors. Under the general direction of the Board of Directors, the ED provides leadership for the organization. Manages staff (employees and volunteers).

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions.

I have received a copy of this job description. I understand, affirm, and subscribe to the requirements, responsibilities, and duties of this job.

Employee \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Employer \_\_\_\_\_ Date \_\_\_\_\_  
(Board Chair Signature)

Title \_\_\_\_\_