

Position Title: Executive Director

Organization Hiring: Pregnancy Helpline, Inc. of Madison (PHI)

Location: Madison, Wisconsin

Hours: 15 hours a week

Pay: \$20/hour

Summary of Position:

Pregnancy Helpline is non-profit 501(c)(3) organization that has been supporting Madison area families for over 35 years. Our mission is to provide life affirming compassionate care, giving accurate information, material support and community referrals to women and their families before during and after pregnancy. The Executive Director is the Chief Executive Officer of the Pregnancy Helpline of Madison, WI and reports to the Board of Directors. This position is responsible for the organization's successful achievement of its mission and financial objectives. The ideal candidate will support the mission and values of Pregnancy Helpline in promoting a culture of life with compassion. This part time, fulfilling role provides an attractive work from home opportunity with the potential for growth as the organization expands.

Essential Skills:

Excellent written and oral communication skills; computer proficiency; public speaking experience; volunteer development and management; basic understanding of service delivery systems; general financial knowledge; ; experience in non-profit organization development and fundraising; public relations and marketing experience; knowledge of Board of Directors (BOD) operations.

Roles and Responsibilities:

- Organizational Management
 - Staff supervision
 - Lead a team of three direct reports
 - Collaborate with program directors on volunteer training
 - Recruit and screen new volunteers
 - Develop collaborative culture within the program heads to achieve the PHI mission
 - Oversee institutional electronic and paper files
 - Negotiate with vendors and partner organizations
 - Maintain effective communication with Board of Directors (BOD)
 - Execute other duties as directed by the BOD
- Development and Fiscal Responsibilities
 - Cultivate and maintain donor relationships
 - Collaborate with BOD to develop and implement fundraising plan
 - Work with Board Treasurer on annual budget
 - Manage different funding cycles for grants
 - Oversee grant applications
 - Explore new funding sources
- Community Outreach and Communications
 - Represent PHI to the community
 - Execute services to clients

- Event planning
- Environmental Development
 - Maintain working knowledge of trends in the field of crisis pregnancy centers
 - Pursue opportunities to grow personal leadership capabilities
 - Identify and network with organizations and programs within the community
- Strategy
 - Show thought leadership for enhancing the following areas
 - Services
 - Operations
 - Partner relations

Qualifications:

Applicant should hold a degree from an accredited institution of higher education or have applicable/relevant experience. Experience in administrative functions of non-profits and crisis help line work is preferred. Interpersonal communication skills and the ability to interact with people of all ages and backgrounds required.