

**Hopeline Pregnancy Resource Centers of Connecticut** [hopelineprc.com](http://hopelineprc.com)

**Position: Center Director, Stamford Office, full time (35 hours)**

**About us:** Hopeline is a nonprofit, life-affirming crisis pregnancy ministry that provides certain medical services, including pregnancy tests and ultrasounds, along with counseling to those facing pregnancy decisions. We do not refer for abortions yet inform clients medically about the abortion procedure so they will make the most informed decision possible.

**The position:** This is a vital position to the expansion of Hopeline PRC into Stamford, CT with a population of over 120,000. The Center Director will organize and manage the brand new Stamford center and its staff (opening late fall, 2014). Medical training and background is preferable, especially nursing. In addition, this person will network into the community for purposes of awareness, recruiting of volunteers, and fundraisers. This person will report to the Executive Director and is accountable to the Chief Executive Officer and Board of Directors of Hopeline.

**Qualifications:**

- 1) A devout Christian who is in full agreement with the Hopeline statement of faith and principles
- 2) Demonstrates unwavering support of the pro-life movement
- 3) Supports Christian views of abstinence and sexual purity
- 4) Has at least two years' experience in managing a staff in a helping or medical setting
- 5) Has a track record of volunteering in ministry settings
- 6) Evidence of strong interpersonal skills and a comfort with public speaking
- 7) Ability to bring leadership, discipleship, organization and support to volunteers
- 8) A motivated self-starter, who sees a need and accomplishes it

**Essential Administration Functions:**

- 1) Creates an atmosphere of prayer and spiritual support
- 2) Oversees scheduling and staff of volunteers in coordination with the Nurse Manager
- 3) Updates and implements operational policies and procedures with Executive Director
- 4) Identifies and articulates clearly needs of staff, clients, and volunteers to Executive Director
- 5) Tracks and reports statistical client data as required
- 6) Provides yearly performance reviews of paid and volunteer staff
- 7) Plans appreciation events for staff and volunteers
- 8) Oversees fundraising events for Stamford office, works with fundraising committee for other fundraising activity for all offices