

Pregnancy Information Center (PIC) is seeking a full-time Executive Director for our location in Aurora, IL. Along with overseeing the daily ministry operations and programs, this person will serve as the primary administrative developer with the staff, volunteers, donors and supporters within our community. This is a salaried position with an at-will non-profit company. Please send inquires and a copy of your resume to picresumes@gmail.com. Serious inquires only please. No soliciting please.

How to Apply

1. Submit Resume
2. Include a brief statement that explains what interested you about the ED position, your spiritual journey, and reasons you qualify for this position.

An email confirmation will be sent to you within 24 business hours with further instructions. Interviews will be scheduled during evening hours, unless requested otherwise. If not included on your resume already, 3 references will be requested at the time of the interview.

Role: Executive Director

Role Description

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for PIC Nonprofit's staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and strategic plans.

Job Functions:

- Executive Manager, Responsible for staff performance
- Implementation of Policy and Procedures set forth by Board of Directors
- Fundraising Responsibility
- Communication Responsibility, Ability to speak in Public and Interpersonal settings
- Donor Relationship, Responsible for donor growth and retention
- Business Manager, Responsible for profit and loss, strategic plan, marketing plan, etc.
- Board Member; Active non-voting member of the board for overall planning and strategy

Qualifications:

- Thoroughly committed to PIC's mission and in absolute agreement with the Statement of Faith
- Proven leadership, coaching, and relationship management experience
- Administration duties along with a comfortable knowledge of basic software (e.i. Microsoft office, QuickBooks, social media, etc.)
- Leadership skills with proven ability to manage, direct and delegate as needed. Ability to make quick decisive decisions engaging staff and volunteers to work together to accomplish the vision set forth
- Ability to maintain, generate and oversee revenue and fundraising activities to support existing programs
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong understanding of operations, fundraising, and management involved with Non-profit organizations
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to strategic planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Requirements for Position

- Must be dedicated to the pro-life movement and fully support abstinence before marriage
- Bilingual helpful, but not mandatory (Spanish preferred)
- Must be able to work with little supervision and cultivate an atmosphere of team work
- Previous managerial experience required
- Experience with fundraising and event coordination helpful
- Must be willing to work some evenings and weekends; occasional church and event appearances required.

Salary

- Annual Salary \$50,000
- 2 weeks paid vacation & holidays
- No insurance available