



Director of Operations

Yearly Salary \$36,000 - \$40,000 / Full-time Exempt Position

Benefits 12 Days PTO - Paid Time Off + 16 Paid Holidays

Objectives The Director of Operations is responsible for the daily operations and administration of BPRC, including the implementation of policies and procedures approved by the Board of Directors. The Director of Operations works in partnership with the Director of Development, as well as maintaining a close working relationship with the Board of Directors.

Reports to The Board of Directors. The Director of Operations will be evaluated on a yearly basis in both written and oral form.

Supervises Staff and volunteers related to areas of his/her responsibility.

Qualifications / Requirements

- Committed Christian possessing a personal relationship with Jesus Christ as Savior and Lord.
- Exhibits a strong commitment and dedication to the sanctity of human life.
- Agrees with and uphold the Principles, Statement of Faith, and policies of BPRC.
- Two years' experience as a volunteer or employee in a ministry.
- Two years' experience in supervision of staff and/or volunteers.
- Provides spiritual leadership, discipleship, and direction for staff members and volunteers.
- Develops and implements strategic plans and goals for the center.
- Carries out responsibilities with little or no supervision.
- Strong skills in interpersonal communication.
- Maintains client confidentiality.
- Proficient in Word and Excel.

Qualifications / Preferred

- Two years' experience in public relations, public speaking, writing, and effective media relations.
- Five years' experience in supervision of staff and/or volunteers.
- Bachelor's or master's degree, in a related field.
- Bilingual in English and Spanish.
- Experience in grant writing and fundraising.
- Proficiency in PowerPoint and Publisher.

Major Responsibilities

Administrative (All Directors)

- Makes prayer an integral part of the day-to-day operation of the pregnancy center, as well as using every opportunity to present the Gospel.
- Opens and closes the center.
- Answers the center phone and schedules appointments as needed.
- Ensures all center policies are carried out and that new policies are approved by the Board of Directors before implementation.
- Works with the Board of Directors and other staff to determine the Center's hours of operations and staffing needs.
- Provides managerial support, direction, and supervision to staff and volunteers in areas of his/her responsibility, including weekly meetings with selected personnel.
- Performs client interviews as needed.
- Conducts annual or biannual written and oral evaluations of staff and volunteers in his/her areas of responsibility.
- Works closely with the Finance Committee in creating an annual budget for the center, including needs for future training, curriculum, office, staff, etc., to be presented to the Board of Directors for approval.
- Ensures all expenditures approved and made by staff are encompassed within the annual budget or presented to the Board of Directors for approval before commitments are made and monies spent.
- Ensures all financial documents, reimbursement requests, and receipts are provided to the bookkeeper within two days of expenditures.
- Conducts or oversees the compilation of statistical reports presented to the Board of Directors monthly.
- Provides a bi-weekly update/status report to the Board President, i.e. status of projects, new volunteers, office needs, etc.
- Co-Coordinates a yearly calendar for the ministry and implementation of special events.
- Creates flyers, forms, and other documents as needed.

Administrative (Specific)

- Google suite administrator, calendar coordinator, checks and responds to emails, and forwards emails to the appropriate individuals. Supervises/performs timely and accurate client database input.
- Schedules and assists volunteers as needed.
- Tracks/orders inventory of office supplies, pregnancy test, booklets, etc.
- Oversees cleaning of the center.
- Maintains policies and procedures manual for the center.
- Files annual report to Care Net and other affiliations if requested.

Training (All Directors)

- Recruits, interviews, and trains volunteers.
- Researches, develops, and recommends training curriculum.