



## **Executive Director Job Description and Qualifications**

### **Background**

The LifeNet Family Resource and Pregnancy Center of Tehama County (LifeNet) is a pro-life ministry with a mission to provide education, support and material resources for young people, families and pregnant women and their children, born and unborn, in a loving, Christ-centered environment. The Center opened to the public in June 2018 and has gained increasing community support. LifeNet is seeking an Executive Director to direct the ministry and operate it in a manner consistent with the plan adopted by the Board of Directors.

LifeNet is a pregnancy center, staffed by the Executive Director, a part-time administrative assistant, and volunteers. Additional staff may be retained in the future. The Center provides peer counseling, educational and material resources, referrals, and free self-administered pregnancy tests. Women who are pregnant and their partners will be offered the opportunity to participate in our Learning for Life program. Clients attend regularly scheduled classes and, by participating in the classes, can earn points to redeem for items from the Mom/Baby Boutique. In addition to the operation of the Center, LifeNet seeks to establish a strong community outreach component of the ministry to reach young people, teaching them about the loving, Christ-centered services we offer to those facing an unplanned pregnancy, as well as, educating them about healthy and honoring relationships.

### **Mission Statement**

LifeNet Family Resource and Pregnancy Center, as an extension of the body of Christ, is committed to upholding the sanctity of human life and demonstrating Christ-like love to those affected by an unplanned pregnancy. We do this through providing physical, emotional, and spiritual support, and encouraging the community to embrace healthy lifestyles through education, support, and referrals.

### **Position Information**

The Executive Director will report to the Board of Directors. The position is 30-hours per week. Beginning salary is \$23-\$27 per hour, based on the experience and qualifications of the candidate.

### **Qualifications for this position**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.

2. Exhibit strong commitment and dedication to the pro-life position and sexual purity.
3. Agree with and be willing to uphold the Statement of Faith, Statement of Principle, and policies of the Center.
4. Have a Bachelor's or Master's degree, or equivalent life/work experience.
5. Have two years of experience as a volunteer or employee in ministry.
6. Prior experience in supervising staff or volunteers is preferred.
7. Prior experience in marketing, fundraising, and public relations is preferred.
8. Exhibit strong skills in interpersonal communications, public speaking, writing and effective media relations.
9. Be able to provide spiritual leadership, discipleship, encouragement and direction for the staff and volunteers.
10. Be a motivated self-starter, able to carry out responsibilities with little to no direct supervision.

## **Job Requirements**

### ***Administration***

1. Develop and oversee implementation of goals and objectives of the organization, reporting progress to the Board of Directors.
2. Attend all Board meetings as an Ex-Officio member of the Board of Directors and present a monthly report.
3. Provide managerial support, direction, supervision, and training to staff and volunteers.
4. Coordinate with the Treasurer, Chairman, and other Directors on preparation of an annual budget and strategic plan for adoption by the Board of Directors.
5. Oversee financial operations of the Center and ensure that accurate and current financial records are kept and reported to the Board monthly.
6. Ensure that all Center policies and procedures are documented and carried out, as well as developing new policies to address the changing needs and working environment of the center.
7. Coordinate a yearly calendar for the ministry including outreach initiatives, special events and fundraising.

### ***Fundraising***

1. Work with the Board to develop and implement a comprehensive, integrated fundraising plan for the ministry to include programs aimed at major donors, direct mail solicitations, online/email solicitations, and fundraising events.
2. Develop and execute a program to appeal to churches for financial support

3. Communicate with donors on a regular basis

### ***Public Relations***

1. Build awareness within the local community, including churches, pastors, community groups as well as the professional community about the pregnancy center ministry with the goal of obtaining support and involvement with the ministry.
2. Oversee and maintain the Center's online presence including social media, website, and email communications.
3. Develop, oversee, and revise promotional materials as needed.
4. Work closely with the Board of Directors to promote public awareness of the ministry including advertising and church presentations.

### **How to Apply**

If interested in being considered for this position, please submit an application (available for download at <https://www.lifettehama.org/job>), your resume, and a cover letter explaining your interest to [margieduey@gmail.com](mailto:margieduey@gmail.com) for mail to Margie Duey, c/o LifeNet-ED, 525 Rio Street, Red Bluff, CA 96080.

**Applications are due no later than April 7, 2021.** Finalists will be asked to submit a letter of recommendation from your pastor, church leader or ministry official and references will be contacted.



## **MISSION STATEMENT**

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## **STATEMENT OF PRINCIPLE**

- LifeNet Family Resource and Pregnancy Center (LifeNet) is an outreach ministry of Jesus Christ through His church. Therefore LifeNet, embodied in its volunteers, is committed to presenting the gospel of our Lord to men and women with unplanned pregnancies, both in word and in deed. Commensurate with this purpose, those who labor as LifeNet board members, directors, staff, and volunteers are expected to know Jesus Christ as their Savior and Lord and live according to the principles and guidelines found in the Bible.
- LifeNet believes that God has ordained marriage to be between one man and one woman and that sex between a man and a woman is only acceptable in marriage. Commensurate with this principle, those who labor as LifeNet members, directors, staff, and volunteers are expected to live a lifestyle in agreement with this principle.
- LifeNet is committed to providing its clients with accurate and complete information about prenatal development and pregnancy, including information on the various procedures, risks, and consequences of abortion.
- LifeNet is committed to integrity in dealing with clients, earning their trust, providing promised information and services, and avoiding any form of deception in its corporate advertising or individual conversations.

- LifeNet is committed to assisting women to carry to term by providing emotional support and practical assistance. Through the provision of God's people and the community at large, women may face the future with hope, and plan constructively for themselves and their babies.
- LifeNet never discriminates in providing services because of the race, creed, color, national origin, age, gender, or marital status of its clients.
- LifeNet never advises, provides, or refers for abortion or abortifacients. We believe that a choice for abortion is a destructive choice that affects generations. We hold that belief, regardless of the circumstances of conception. Whatever action a woman takes regarding her pregnancy, we follow up with her to minister to the woman's physical, emotional, and spiritual needs.
- LifeNet is committed to creating awareness within the local community of the needs of pregnant women and of the fact that abortion only compounds human need rather than resolves it.
- LifeNet does not engage in contraceptive counseling or in referring for contraceptives or contraceptive services.
- LifeNet recognizes the validity of adoption as one alternative to abortion but is not biased toward adoption when compared to the other life-saving alternatives. The ministry is independent of adoption agencies, relating to them in the same manner as to other helpful referral sources. The ministry receives no payments of any kind from these agencies, does not enter into contractual relationships with them, and does not share combined office space. Adoption agencies are not established under the auspices of the ministry. LifeNet neither initiates nor facilitates independent adoptions, though they may refer clients for independent adoptions.
- LifeNet, recognizing the commands of the Bible, is committed to proclaiming a message of chastity outside of marriage and in the sanctity of marriage between a man and a woman, as taught in the Bible. Therefore, each LifeNet Board Member, Staff and volunteer are committed to a lifestyle of sexual purity.

## STATEMENT OF FAITH

- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe in God the Father, whose creation reveals His unparalleled power and whose love extends to every person, even before each is born.
- We believe in the deity of Jesus Christ, His virgin birth, in His sinless life, in His miracles, in His atoning death on the cross in our place, in His bodily resurrection, in His ascension to the right hand of the Father and in His future, personal return in power and glory.
- We believe that human beings are created in God's image, but because of human sin against God, that image was defaced and fellowship with God was broken.
- We believe that God demonstrated His love for lost and sinful humanity, in that, while we were yet sinners, Christ died for us. We believe that the Holy Spirit convicts us of sin and leads us to experience God's salvation through faith in Jesus Christ as Savior and Lord, who alone reconciles us to God and who is restoring God's image in us.
- We believe in the ongoing ministry of the Holy Spirit, who empowers us to live godly lives and to express our personal faith in good works.
- We believe in life after death of both the saved and the lost: the saved to dwell in God's presence forever and the lost to exist eternally without God.
- We believe that the Bible is the inspired, infallible, and uniquely authoritative word of God and our guide in faith and life.
- We believe in the body of Christ which, by the Holy Spirit, is bound together in spiritual unity and sent out in gifted diversity to accomplish Christ's mission in the world.

*Note: This Statement of Faith was developed by an interdenominational task force, consisting of Christians describing themselves as Evangelicals, Catholics, and Protestants of various denominations.*