



Job Title: Center Director
Reports To: Executive Director
Works with: Corporate and local staff

Responsibilities: The Center Director is the connection to the local community. The Center Director works with the corporate team in building collaborations and relationships within the community to develop the local understanding of Alternatives mission and purpose. This allows for fund development, client growth, personnel growth and community awareness. Fund development is a key focus of the Center Director as the financial growth is directly impacted by the connections that will be made in the local community.

Salaried position: \$35,000-\$40,000

Fund Raising/ Donor Development

- Responsible to sustain and develop connections and funding within the local community with churches, business owners, individuals and organizations to introduce and educate on the services of Alternatives
- Develop a plan to nourish relationships with potential supporters
- To incorporate the Executive Director's guidance and assistance in developing a strategy to build relationships within the community
- Will develop and execute additional fundraisers as well as the Walk for with the assistance and guidance from the Director of Marketing
- Local donor relations including, but not limited to; receipting, newsletter publications, Christmas card, gifts to donors/churches etc.

Budget Management

- Work with accountant to manage the expenses of the local site to ensure spending does not exceed income
- In preparation for budget planning, meets with Program Directors to determine new initiatives
- Assist in developing the Fiscal year budget (June) together with the accountant and Executive Director providing goals for income and expectations of expenses
- Annually (July) present proposed budget to the Executive Director for ultimate approval from the Board of Directors
- To provide information regarding budget updates to Executive Director monthly and upon request
- Make recommendations with the accountant regarding local staff pay raises

Administration:

- Meets weekly with Corporate Directors as determined by Executive Director
- Meets daily with support staff within local center
- Oversees interactions with Landlord (if applicable), handles all on-site concerns regarding the care of the office building

- Provides Education Director knowledge and connection to growing community relationships to further the level of impact in the local community
- Meets with Clinic Director to determine further development of medical staff and determine needs specific to community
- Meets in with Marketing Coordinator and local Event and Volunteer Coordinator to develop updated marketing strategies for events and best connection to community
- Accountability to adhering to the monthly budget

Personnel:

- Gather and compile monthly local staff reports for the Executive Director, Executive Board regarding program activities
- Keep accurate and up-to-date personnel files for all local Center employees
- Evaluate local Program department staff annually to assess goals and performance
- Partner with appropriate support staff for interviews of all new staff positions
- Assist in development for any local clinic staffing need in collaboration with Clinic Director

Program:

- Provide management of local Clinic Coordinator regarding Clinic Services
- Provide management of local Administrative Assistant regarding oversight of the general clinic
- Recruitment of volunteers through community connections alongside of the local Event and Volunteer Coordinator
- Implement and communicate all Policy and Procedures as directed from Corporate
- Ensure with observation and evaluation that each local program is functioning in line with the mission and vision of Alternatives as relayed from Executive Director
- Oversee and provide input of implementation of new initiatives and program expansions as directed by the Executive Director
- Perform other duties as assigned by the Executive Director

Qualifications:

- Member or regular attender at a Bible-based church
- In full agreement with Alternatives Statements of Mission, Faith, Principle and Values
- Strong Pro-Life convictions
- Previous leadership experience
- Previous experience with a Christian non-profit organization a plus
- Strong interpersonal skills
- Organized, self-motivated
- Strength in administration
- Possess computer skills (Word, Excel)
- Two years college or equivalent experience

Compensation

- Full-time position
- Vacation benefits
- Holiday pay
- Travel and mileage as approved by Central Office