



Center Director – Job Description

Position Summary:

The Center Director plays a vital leadership role in the daily operations of the facility, overseeing in-office volunteers and support staff, and ensuring effective execution of programs, and outreach efforts. Working closely with the Executive Director, the Center Director also assists with marketing, events, and strategic growth initiatives.

Reports To:

Executive Director

Supervises:

Receptionist, In-office Volunteers, Church Liaisons

Key Responsibilities:

1. Administrative Leadership

- Ensure the center operates efficiently and in full alignment with the organizational policies and procedures.
- Prepare monthly reports for the Board of Directors and attend all staff meetings.
- Oversee and enhance key outreach church programs.
- Manage office supplies and facility needs.
- Manage and lead the **Church Liaison Program**, including monthly coordination meetings.
- Communicate center needs, staff updates, and operational concerns to the Executive Director.

2. Public & Community Engagement

- Represent the organization at partner meetings, community outreach, and local events as assigned.

- Organize and manage tours of the center for guests, partners, and prospective supporters.
- Collaborate with the Executive Director to plan awareness campaigns and speaking engagements.

3. Donor Relations & Fundraising

- Greet and engage with donors visiting the center to build and maintain positive relationships.
- Assist in planning, organizing, and overseeing donor events and fundraising activities.

4. Volunteer Management & Spiritual Leadership

- Recruit, interview, and select in-office volunteers with Executive Director's final approval.
- Lead orientation and training for new office volunteers (including Church Liaisons).
- Conduct annual evaluations of office volunteer performance (written and verbal).
- Organize and maintain volunteer schedules.
- Offer ongoing spiritual encouragement and discipleship to staff and volunteers.
- Maintain accurate volunteer records in eKYROS database.
- Manage birthday recognition and support appreciation initiatives.
- Coordinate and co-lead the **Annual Volunteer & Staff Appreciation Event**.

Qualifications & Requirements:

- A committed Christian demonstrating a personal relationship with Jesus Christ as Savior and Lord.
- Deep alignment with the pro-life mission and a lifestyle commitment to sexual purity.
- Agreement with the organization's **Statement of Principle, Statement of Faith, and Conflict Resolution Policy**.
- Minimum of **two years' experience** in a leadership or management role within a ministry, nonprofit, or helping profession.

- At least **one year of volunteer** experience in a ministry setting.
- Strong interpersonal and communication skills, including public speaking and conflict resolution.
- Demonstrated ability to lead, disciple, and encourage teams spiritually and professionally.
- Comfortable providing tours and speaking about the ministry to individuals or groups.
- Proficient with office software and database systems
- Able to navigate digital tools, databases, communication platforms, and productivity software with ease.
- Highly organized, self-motivated, and dependable.
- Ability to manage sensitive information with confidentiality and discretion.
- Capable of working independently with minimal supervision.

Preferred Skills:

- Event planning and fundraising experience.
- Volunteer recruitment and training expertise.
- Strong time management and multi-tasking abilities.
- Competence in managing outreach or church programs.
- Background in nonprofit administration or human services.
- **Comfort with using technology** to enhance communication, data tracking, and ministry operations.
- Strong organizational skills and familiarity with upholding company policies and procedures.

Printed name of Staff

Signature

Date