



## **First Choice for Women is now accepting applications for:**

### **Chief Executive Officer:**

Full Time

Day-time Hours

Paid Holidays, Vacation, and Personal/Sick Time

Muncie, Indiana

### **Job Description:**

The Chief Executive Officer has full responsibility for First Choice for Women, which includes the implementation of the policies and procedures approved by the board of directors within the parameters of the First Choice budget. The primary areas of responsibility are development, community and public relations, financial and administrative oversight.

### **Preferred Qualifications:**

- Bachelor or higher degree in Business Administration, Nonprofit Management, Philanthropic Studies, Accounting with a Management Specialty or equivalent related experience.
- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to upholding the sanctity of all human life, including prenatal.
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and center policies. (<http://www.firstchoiceforwomen.org/about-us/core-beliefs/>)
- Have experience in donor development, fundraising, public relations, grant writing and marketing.
- Have experience as a volunteer or employee in ministry.
- Have experience in an executive or administrative position with direct experience in supervising paid staff in an efficient and professional office.
- Exhibit strong skills in interpersonal communication, public speaking, writing, and effective media relations.
- Be able to provide spiritual leadership, discipleship, encouragement, and direction for the staff members and volunteers.
- Be able to develop and implement strategic plans, development plans and goals for the organization and individual staff members.
- Have a detailed understating of financial reports.
- Have the ability to create an annual budget.
- Be able to carry out responsibilities without direct supervision.

### **General Responsibilities:**

- Plan, conduct, and execute major fundraising events, direct mail pieces and grant writing activities.
- Regularly communicate with donors and prepare quarterly newsletters.

- Develop and execute strategic plans, donor development plans, and fundraising plans.
- Be involved in the expansion and visibility of the First Choice ministry in the community.
- Obtain feedback and continually assess goals for the establishment of effective ministry programs.
- Produce long and short-term objectives to accomplish ministry goals.
- Educate the local community, including churches, pastors, community groups and professional community members, about the First Choice ministry and the sanctity of human life with the goal of obtaining support and involvement with the ministry.
- Develop and maintain ongoing relationships with pastors and churches in the community.
- Develop and maintain relationships with other ministries and organizations that meet client needs.
- Represent the ministry and services of First Choice to the community and media.
- Develop, oversee, and revise promotional materials used in presenting First Choice to clients, community, and churches.
- Oversee and ensure accurate and current financial records are kept and reported to the board monthly.
- Oversee expenditures for budgeted expenses of the center and oversee purchase requests.
- Oversee the compilation of statistical reports, accurate record keeping, and reporting to the board monthly.
- Ensure that all center policies are carried out and coordinate new policies to be approved and implemented with Center Directors and Nurse Manager.
- Work with Center Directors and Nurse Manager to ensure that all programs are effectively meeting the needs of clients.
- Work with Center Directors to ensure an adequate number of volunteers are available for client and ministry needs

To be considered for this position, please submit:

- Resume
- Cover Letter outlining:
  - Why you are interested in the position
  - What you will bring to the ministry
  - Salary Requirements
- Three (3) professional references
- Three (3) personal references
  - Must including a pastoral reference.
- A DISC Profile (or equivalent) <https://www.123test.com/disc-personality-test/>
- A Spiritual Gift Assessment <https://gifts.churchgrowth.org/spiritual-gifts-survey/>
- Completed First Choice for Women application <https://www.firstchoiceforwomen.org/wp-content/uploads/2016/09/Employment-Application.pdf>

**Send complete packet\* to the attention of Cindy Costerison at [info@firstchoiceforwomen.org](mailto:info@firstchoiceforwomen.org), by mail to First Choice for Women 3020 N. Oakwood Avenue, Muncie, Indiana 47304, or by fax to (765) 286-8798.**

*\*Incomplete packets may not be considered.*

You may request a full job description at [info@firstchoiceforwomen.org](mailto:info@firstchoiceforwomen.org)