



### **Mission of the Pro-Life Union of Greater Philadelphia**

The Pro-Life Union of Greater Philadelphia affirms the sanctity of life through leadership, service to those making the choice for life, and witness to a culture of love.

**Job Title:** President & Chief Executive Officer

**Reports to:** Chair, Board of the Directors

**Start Date:** December 1, 2017

### **Position Overview:**

The President/CEO is responsible for the strategic vision, administration and program implementation of the Pro-Life Union of Greater Philadelphia. The President & CEO is the primary public face and voice of the organization, interfacing with partners, supporters, and media, and is responsible for cultivating and maintaining close relationships with member organizations and donors. The President & CEO consults with the Executive Committee of Board of Directors as necessary, and provides monthly reports to the Board of Directors. The President & CEO retains all legal organizational executive powers, and is responsible for the hiring and management of staff and volunteers who advance the organization's purpose and mission.

### **Key Responsibility Areas:**

1. *Board Governance:* Works with the Board of Directors to fulfill the organizational mission.
  - a. Propose annual Strategic Plan to the Board of Directors for approval and set agenda for regular meetings of the Board of Directors.
  - b. Regular communications with the Executive Committee and the Board of Directors regarding the annual Strategic Plan of the Pro-Life Union.
  - c. Provide support to the Standing Committees of the Board.

2. *Organizational Mission and Strategy*: Works with the Board, Staff, Volunteers, Member Organizations and Partners to ensure that our mission is fulfilled.
  - a. Promote the sanctity of life through a four-tiered approach of alternatives (so that those facing an unplanned pregnancy have a viable alternative to abortion; including the management of a “hot-line” service), outreach (ensuring that the pro-life community is present where needed), education (raising awareness and changing minds on the full spectrum of right to life issues), and public affairs (being a leading voice with national, state and local elected and government officials).
  - b. Serves as a liaison with area pro-life organizations, the Archdiocese of Philadelphia, key stakeholders, and member organizations.
  - c. Become a prominent face and voice in our region on matters concerning the dignity of human life and its protection. He/she will enhance the organization’s brand identity, organizational reputation, and national and regional profile among relevant constituencies by working closely with professional, civic, and private organizations
3. *Financial Viability & Stewardship*: Develops resources sufficient to ensure the financial health of the Pro-Life Union.
  - a. Submit an annual budget to the Board of Directors and monthly financial statements reflecting the financial well-being of the organization.
  - b. Be responsible for financial management of the organization adhering to the highest standards of stewardship and transparency in daily operations.
  - c. Lead fundraising and development efforts to meet the needs of our mission and Strategic Plan.
4. *Organizational Operation*: Oversees and implements best practices in the daily operation of the Pro-Life Union.
  - a. Effectively administer the daily operations of the Pro-Life Union office as well as Guiding Star Pregnancy Home (and any future initiatives in support of our mission) including Human Resources, Physical Plant, Crisis Management (which may occur outside the normal working day), and contractual agreements.
  - b. Be responsible for the recruitment, hiring, training and management of all employees, interns and volunteers of the Pro-Life Union.
  - c. Maintains official records and documents, and ensures compliance with federal, state, and local regulations

## **Qualifications**

The President & CEO will be visibly committed to the Pro-Life Union's mission and belief statements. Ideal candidates should have proven leadership, coaching, and relationship management experience, with concrete experience and qualifications including:

- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- At least three years of leadership and management experience with mission-driven nonprofits; track record of effectively scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to its next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and produce and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising instincts with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Work effectively to collaborate with diverse groups of people
- Ability to communicate with abortion vulnerable women and families
- Ability to navigate complex issues for families facing homelessness

## **Salary & Benefits**

Salary and benefits commensurate with experience (in the range of \$50,000 to \$75,000 annually).

## **Application**

Candidates are encouraged to send a Cover Letter and Resume to [apply@prolifeunion.org](mailto:apply@prolifeunion.org)