

Tulare-Kings Right to Life Executive Director

Tulare-Kings Right to Life (TKRL) is a dynamic pro-life education and outreach organization based in the Central San Joaquin Valley, covering Tulare and Kings counties.

We partner with churches, businesses, and families, presenting the pro-life position with clarity and compassion. Through effective tools and training, we defend the sanctity of all human life, from conception to natural death, and reach out to individuals facing an unplanned pregnancy and/or those hurt by abortion.

We are seeking a pro-life advocate with a demonstrated passion for the sanctity of all human life to become the organization's next Executive Director in Visalia, California. This is a full-time, salaried position.

Desired qualifications include:

- Excellent donor development, fundraising and marketing/public relations skills
- Effective networking and interpersonal oral and written communication abilities and public speaking experience
- Bachelor's or master's degree or related equivalent experience
- Proven ability both to provide leadership, guidance and direction to staff members and to recruit and manage volunteers
- Experience in human resources management, financial/budget management, database management, strategic planning and compliance with regulatory and legal requirements
- Computer proficiency in Word, Excel, Powerpoint, email, internet, and social media; Mac experience helpful
- Previous experience or involvement in the pro-life movement
- Nonprofit management training or experience

This person should be:

- Ethical in behavior in both personal and professional life
- Creative/innovative
- Able to think strategically
- Organized, analytical, able to solve problems and make good decisions
- Passionate about the pro-life cause and called to be a part of it

You may email resume and a brief statement describing your qualifications, and why you are attracted to this pro-life position, to Rick at resumes@tkrl.org. Please also include a character reference letter from the leader of the congregation/fellowship/parish where you regularly worship.

Tulare-Kings Right to Life Executive Director 2017 Job Description

TKRL's Executive Director has three primary responsibilities:

- (1) to lead and manage all staff and volunteers
- (2) to oversee and direct all fundraising and organizational development
- (3) to fulfill the mission and vision of the organization according to the strategic direction set by the Board of Directors

Leadership and Management

The Executive Director is responsible for assigning the operations of TKRL to its staff members. He or she reports to the Board of Directors and hires and supervises all other staff and volunteers within the organization. He or she develops strategies for recruiting, training and involving volunteers within the organization, and provides leadership, encouragement, and direction for staff and volunteers. The Executive Director also oversees general office operations including research and procurement of office equipment and productivity systems.

Fundraising and Development

The Executive Director is the primary member of the organization in charge of fundraising and development. He or she plans, implements and coordinates fundraising efforts and community activities designed to encourage, maintain, and increase philanthropic and community support. He or she establishes relationships with individuals, churches, organizations, and the community on behalf of TKRL as the "face" of the organization. The Executive Director is responsible for leading TKRL in a way that exemplifies its values, principles and policies.

Fulfilling the Mission and Vision

The Executive Director partners with the Board of Directors to develop and implement TKRL's mission and vision. He or she facilitates board meetings by providing accurate and timely financial and organizational updates to all board members. He or she also ensures that all staff and volunteers carry out policies decided by the Board, regardless of personal opinion or agreement (notwithstanding serious moral qualms or questions of conscience).

Specific Duties and Responsibilities

Fundraising and Financial Management:

- Collaborate with the Board of Directors to develop an annual budget and fundraising plan
- Prudently manage TKRL's organizational resources within Board approved budgetary guidelines
- Research new funding sources and establish strategies to regularly approach new donors
- Cultivate relationships with donors in order to maintain and grow TKRL's support base
- Monitor bookkeeping and financial management systems to ensure that sound financial procedures are followed
- Sign checks, oversee/manage online banking, and oversee deposits and accounts payable
- Oversee and participate in all fundraising activities as appropriate
- Ensure that TKRL complies with all legislation covering taxation and withholding payments

Development and Education:

- Pursue public speaking opportunities and media interviews
- Speak at events regarding the mission and vision of TKRL, or arrange for others to do so
- Supervise publication of TKRL's "Life Times" newsletter and/or other educational or fundraising publications
- Develop community relationships to advance TKRL's goals and financially sustain the organization
- Secure volunteer liaisons at churches active with TKRL to make announcements and recruit volunteers for events and activities
- Research advertising possibilities and assemble ad and billboard campaigns for Board review
- Ensure that the organization and its mission, programs, and services are consistently presented to relevant stakeholders in a strong, positive light
- Oversee and manage all educational and marketing programs through delegation to appropriate staff members and volunteers
- Ensure that the programs and services offered by TKRL contribute to TKRL's mission and reflect the priorities of the Board of Directors

Collaboration with Board of Directors:

- Oversee the regular review/application of TKRL's Constitution and Bylaws
- Participate in the selection of prospective Board Members
- Assist in formulating policies and procedures for efficient operation of TKRL
- Work closely with the Board of Directors in establishing annual organizational goals that work toward TKRL's strategic direction
- Attend regular Board meetings

- Oversee the compilation of financial data and regular reports to the Board from staff members
- Report regularly to the Board and communicate regarding advocacy and public policy issues
- Work with board members on committees and projects
- Provide yearly updates to the *Personnel Manual*, in conjunction with the Board of Directors
- Serve as liaison between the Board and TKRL staff
- Meet regularly with the Board Treasurer to ensure accurate and timely distribution of financial reports prior to Board meetings
- With the Board Chairperson, act as a spokesperson for TKRL in person and in correspondence

Human Resource Management:

- Train/cross-train staff so as to provide access to information and processes pertinent to job responsibilities
- Monitor staff performance on an ongoing basis, conduct and document annual staff evaluations
- Provide leadership, support, encouragement and direction for all staff and volunteers
- Coordinate and delegate all duties and responsibilities of the organization
- Conduct weekly staff meetings to stay informed of staff needs and progress
- Discipline staff when necessary, using appropriate techniques; release staff when necessary, using appropriate and legally defensible procedures

Office Operations:

- Work with staff to ensure the physical facility is kept in good working order, including maintenance, repair or replacement of office technical equipment
- Coordinate the development/maintenance of TKRL's database, website and computer software
- Ensure that personnel, client, donor and volunteer files are securely stored and that privacy/confidentiality is maintained
- Secure appropriate and adequate insurance coverage for TKRL and the Board of Directors
- Confirm that the staff and Board of Directors understand the terms, conditions and limitations of the insurance coverage

Important note: A commitment to each of the following pro-life values is required and non-negotiable

- Human life begins at fertilization
- All innocent human life is worthy of protection regardless of age and physical or mental competence, including life begun in the laboratory
- The terminally ill are intrinsically valuable to our human family; therefore, they should receive all requested lifesaving care, including compassionate palliative care
- Assisted suicide is never an acceptable solution to human struggles