

Executive Director Birthright of Columbia

ABOUT BIRTHRIGHT OF COLUMBIA

Birthright of Columbia is a Pro-life Crisis Pregnancy Center located in downtown Columbia, SC. We are one of more than 200 Birthright chapters in the United States, Canada and Africa that offers positive alternatives to abortion in a completely confidential and nonjudgemental way. We believe it is the right of every woman to give birth, and the right of every baby to be born. We have been serving Columbia for the past 45 years!

POSITION SUMMARY

The Executive Director oversees the day-to-day operations of Birthright of Columbia and executes policies, objectives, and initiatives.

ACCOUNTABILITY

The Executive Director is appointed by the Birthright Board of Directors and reports regularly to the Board.

POSITION RESPONSIBILITIES

The Executive Director of Birthright of Columbia shall:

- Develop and arrange current and future marketing/publicity and fund-raising strategies and initiatives.
- Responsible for hiring and supervising Program Director and Program Assistant.
- Maintain and be responsible for office functions, budgeting, and financial records of Birthright of Columbia.
- Develop and maintain supportive relationships with other agencies, resources, related programs/initiatives, and area churches.
- Represent Birthright of Columbia at Birthright sponsored conferences, conventions, and other relevant meetings.
- Perform other duties, as necessary.

QUALIFICATIONS

- Bachelor's Degree
- Demonstrate personal commitment to pro-life and Birthright's mission.

SKILLS, ABILITIES, AND EXPERIENCE

- Experience in public speaking, management, public relations, fundraising, and social media.
- Analytical and interpersonal skills needed to lead, plan, and organize in a team environment.
- Ability to make prudent, timely decisions and maintain a mature problem-solving approach, while dealing with interpersonal conflict or time demands.
- Education and experience in counseling, supervising, teaching, coaching, and mentoring.
- Ability to relate to others and to manage issues in a professional, caring manner.
- Well-developed oral and verbal communication skills, as well as excellent writing skills.
- Experience with newsletter creation a plus.
- Excellent computer skills.
- Ability to exercise sound financial planning and decisions.
- Ability to inspire others and to communicate the vision of Birthright.

OTHER

- Willingness to flex schedule, on occasion, to respond to evening/weekend commitments.

COMPENSATION PACKAGE

\$70,000

APPLICATION PROCESS

Individuals interested in applying for this position should submit a cover letter along with a resume demonstrating experience, qualifications, salary history, and references to: jobs@birthrightofcolumbia.org. Birthright of Columbia is an Equal Opportunity Employer and does not discriminate in employment or admission by race, color, national origin, disability or age.