

Right to Life League
Executive Director Job Description

Job Title: Executive Director

Reports To: Board of Directors

Classification: Full-Time, Exempt

SUMMARY:

In shared partnership with the Board, the Executive Director develops, upholds, and promotes the vision, mission, Christian values and principles of the Right to Life League (RTLL). The Executive Director provides strategic and collaborative leadership to advance the organization's mission and develops relationships and partnerships within the pro-life community as well as within the public, private, and nonprofit sectors across California and the nation.

DIRECTION AND AUTHORITY:

In cooperation with the Board, the Executive Director fulfills the RTLL's governance function, and provides leadership and overall management of the organization.

1. Board of Directors

- a. The Executive Director reports directly to the Board of Directors as the governing body as expressed through its Bylaws, Vision, Mission, Values, and Beliefs.
- b. The Executive Director is responsible for fulfilling missional objectives, organizational operations and key decision-making in shared partnership with the Board of Directors.
- c. The Executive Director develops and maintains an effective partner relationship with the Board:
 - Facilitates positive and productive relationship between the Board, staff and other center constituencies.
 - Provides information and timely reports regarding administration and operations to keep Board informed (financial, programmatic, public relations, HR, etc.) as requested by the Board.
 - Assists the Board in strategic planning, developing objectives and goals, annual planning (including budgeting and program development), and in policy development.
 - Implements goals, objectives, policies, annual plans set by the Board and incorporates them into the daily operations of the organization.
 - Informs the Board of problems or anticipated problems so that the mission of the organization may be carried out effectively.

2. *Supervision Exercised—Staff and Volunteers*

- a. The Executive Director provides leadership for the organization.
- b. The Executive Director hires, manages, reviews and terminates the staff (employees and volunteers) whose task it is to assist the Executive Director in the fulfillment of the missional objectives and organizational operations.
- c. The Executive Director has direct supervision of the Program Directors and Business/Office Manager and other staff, as needed.
- d. Oversees other areas of responsibilities pertaining to the staff and volunteers.

DUTIES AND RESPONSIBILITIES

1. ***Administration*** – The Executive Director is responsible for the administration and management of the organization’s resources.

a. Day-to-day Operations – The Executive Director:

- Ensures adherence/compliance to appropriate legal and governmental regulation guidelines, including confidentiality, retention of information, employment law, budget, etc.
- Oversees the establishment and compliance of policies and procedures necessary for effective and efficient operation.
- Ensures the development of forms, documents, reports, manuals and other materials necessary for the efficient and effective operation of the organization.
- Oversees the evaluation of programs, services, resources, budget, and office operations/policies/processes to ensure consistency with and effectiveness in completing action plans and meeting goals.
- Provides the Board with reports and projections regarding changing facility, staffing, financial situations, and plans for facilitating and accommodating change and growth in these areas.
- **Advises the Board of any problems that may affect the organization’s stability and growth and offers possible solutions.**

b. Staff – The Executive Director:

- Ensures effective communication systems are in place to align staff with the **organization’s vision, mission and strategic imperatives.**
- Provides direction and supervision to the Programs Directors/Coordinators and other staff.
- Supervises recruiting and training volunteers and staff according to appropriate guidelines.

- c. Finance – In partnership with the Board, the Executive Director maintains the financial stability of the ministry, including overseeing the budget, and finances for the organization. The Executive Director:
- Oversees the compilation of annual budget, financial/statistical reports, and accurate record keeping and reporting to the board.
 - Oversees various accounting duties (processing payroll records, accounts receivable, accounts payable, financial records, record-keeping processes), government licenses and reports and make sure they are completed in a timely manner and meet legal and accounting standards.
 - Oversees expenditures for budget expenses and purchase requests.
 - Oversees management of a donor management program.

2. *Program Operations*

- a. Community/Public Relations – The Executive Director supervises all community and public relations operations of the Right to Life League and serves as the major representative of the organization to the staff, donors, affiliated clinics/centers, the community and other center constituencies. The Executive Director:
- Represents RTLL through word and action (sharing the gospel, prayer, servant heart) to all constituents and the community including corporations, foundations, government leaders and officials, as well as churches, clinics and counselling centers.
 - With the assistance of League Directors, develops and maintains strong relationships with key contacts within other pro-life and Christian national organizations, the media, and other leaders in business and government. Confers with government, business, and media officials to arrange for creative opportunities for RTLL’s message to be made known.
 - With the assistance of League Directors, promote public communications (letters, articles, speeches, seminars, etc.) presents and promotes **RTLL’s vision and mission** of life and its Christian values and principles.
- b. Members Program (Clinics, Centers and Maternity Homes)
- With the assistance of League Directors, supervises, maintains and develops the Member Services program with Pregnancy Help Clinics/Centers and Maternity Homes.
 - Ensures quality and other standards are met in the implementation and execution of programs.
- c. Legislative Advocacy Program
- Supervises the League’s legislative advocacy and political activism activity including testifying on a state and national level against anti-life legislation and supporting pro-life/pro-family bills.
 - With the assistance of League Directors, tracks bills and oversees and encourages active participation in the legislative process from donors, volunteers and others.

3. Development –

- a. Oversees fundraising including planning the League’s annual fundraising gala.
- b. Adheres to appropriate/applicable policies and procedures, regulations and restrictions (governmental and organizational), including fundraising solicitation regulations, budget, etc.
- c. Provides the Board with reports and projections regarding financial situation. Advises the **Board of any problems that may affect the organization’s** financial stability and growth and offers possible solutions.

Educational/Professional Requirements of and Executive Director:

- Bachelor’s Degree, required. Juris Doctorate degree and active California bar license, preferred.
- 5+ years of leadership and management, preferably in the nonprofit sector.

The above describes in detail the currently known general nature of the job; however, it is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions.

I have received a copy of this job description. I understand, affirm, and subscribe to the requirements, responsibilities and duties of this job.

Employee _____ Date _____
(Signature)

Employer _____ Date _____
(Board Chair Signature)

Title _____