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337-321-6298

UPCFriends.com UnexpectedPC.com

Information for Executive Director Applicants

We are currently looking for a person to serve as our new Executive Director, someone who will lead our center in expanding its reach to help more pregnant mothers who are in difficult situations, and especially to assist those considering abortion. The Director must have a tremendous pro-life heart and a desire to serve. Other qualifications include:

- College Degree, business or administration focus preferred.
- Administrative experience, including managing a staff
- Excellent oral and written communication skills
- Knowledge of computers and their use in management
- An engaging, welcoming personality
- See [Job Qualifications](#) for further information

Instructions to apply for the Executive Director position

- Please read all the following material before applying for the position
- Your **(1) Application**, along with a **(2) Current Resume**' and **(3) Cover Letter** to the Unexpected Pregnancy Center at P.O. Box 10326, New Iberia, LA 70562, or email them to: *Regina Viator at director.unexpectedpc@yahoo.com*
- Please feel free to contact us at 337-321-6298 if you have any questions!

Materials to applying for the Executive Director position

- Job Qualifications
- Job Description
- Salary, Personal Time Off, Holidays
- Our Mission & Vision
- Our Statement of Faith for Staff and Volunteers
- Application Form for Executive Director



Job Description Summary for the Executive Director of the Unexpected Pregnancy Center

General Summary and Objectives

The Director has 24-hour responsibility for the Unexpected Pregnancy Center and for the training and management of its staff and volunteers.

- Will provide strong servant leadership by supporting and promoting a ministry of Christian service to the clients, staff and volunteers effectively and with compassion. The Director will lead the UPC's commitment to honoring life and preserving the family.
- The Director is the officer primarily responsible for complete oversight of the planning and directing of the day-to-day affairs of the Center, and also the implementation of the policies, philosophies and goals established by the Board of Directors. Will be cooperating with the Board in fulfilling its governance function, and providing leadership and overall management direction of the Center:
- Ensures that the UPC is provided with appropriate support systems and responsive, quality service in the areas of program services, human resources, development, accounting, and related administrative functions necessary to promote the Center's mission in the community and to provide excellent client services.
- Plans, implements, and evaluates development (fundraising, public relations, and marketing) strategies and programs to ensure the growth and stability of the Center.
- Plans, implements, and evaluates client services programs.

The Director will serve as the chief fundraising officer for the Center. As such, will be primarily responsible for organizing a comprehensive fundraising program in order to maintain and increase the current donor base, as well as optimize the level of commitment of donors at all levels.

The Director may also be trained and function as a Client Consultant.

(Please note that a more detailed Executive Director Job Description is available upon request.)



Suggested Qualifications / Background for Executive Director

1. College Degree or other advanced education.
2. Excellent Oral and Written communication skills to communicate effectively with multiple audiences/constituencies (Board, staff, volunteers, clients, donors, government leaders, and the media. Also civic, religious, and business organizations) using a variety of formats.
3. Management/administrative experience with several years of experience.
4. Pro-life organization or religious organization experience preferred.
5. Experience with Budgeting/use of finances (nonprofit preferred).
6. Demonstrated problem solving ability and the logical/rational ability to formulate effective solutions.
7. Program development ability.
8. Be a self-starter with good judgement and integrity. Have the initiative to bring forward a significant issue which should be considered.
9. Excellent interpersonal skills to train and influence.
10. Leadership skills: Servant leadership who recognizes that team consensus and unity is usually more important than one's own personal interest.
11. Willingness and ability to demonstrate a commitment to the UPC Mission Statement and Statement of Faith in the execution of the Director's responsibilities. (For information see UPCFriends.com)
12. Willingness and ability to serve clients and other UPC constituencies (including other staff, donors, volunteers, etc.) in a way that honors Jesus Christ and supports and promotes the UPC's life-affirming ministry.
13. Willingness and ability to share the gospel of Jesus Christ by word and example, including prayer, in order to encourage clients, staff, donors, volunteers and others. Willingness to contribute to an office environment conducive to supporting the UPC's ministry of life.



Executive Director Salary, Time Off & Holidays

Salary

- The salary will be commensurate with the applicant's experience and qualifications.
- A note on Workdays: The Director is considered a Full Time / Exempt Employee by the IRS. The Director will be responsible for the Center 24 hours a day. It requires work outside of normal office hours, there are required meetings that may occur when the Center is closed, and there will be required functions to attend on some weekends and perhaps on some holidays.

Personal Time Off

- Personal Time Off will total 15 days per year, with Friday counting as ½ day. This time may be used for any reasonable personal purpose including vacation, sick days, funerals, appointments, etc.
- Unused days may not be carried over to the next 12-month period.

Paid Holidays

- The Center is closed for the following ten (10) paid holidays: New Year's Day, Martin Luther King Day, Mardi Gras Day, Good Friday (before Easter), Memorial Day, Fourth of July, Labor Day, Sugar Cane Festival, Thanksgiving Day, Christmas Day



OUR MISSION

Our primary mission is to assist pregnant women throughout their pregnancy and after the birth of the baby. Within this Christian ministry we are committed to honoring life and preserving the family. All of our services are provided free of charge including pregnancy testing, ultrasounds, peer counseling, referral services and maternal-family education classes. The Center will also offer post-abortion counseling and establish a support program for fathers of the babies.

Our focus, however, is helping the mother in a non-judgmental way by offering emotional, physical, and spiritual support during one of the most difficult times of her life.

In doing so, in centers like ours, over 80% of women who have an unexpected pregnancy will make a life-affirming choice after seeing their baby on the ultrasound, hearing its heartbeat, and receiving needed counseling.

OUR VISION

Going forward, it is our belief that when we save a baby, then we also save a mother and a father, and it is then we have saved a family. As we begin to save families then our communities will begin to heal.



STAFF & VOLUNTEER STATEMENT OF FAITH

STATEMENT OF MULTIDENOMINATIONAL COOPERATION

The Unexpected Pregnancy Center (UPC) seeks the support and cooperation of all organizations and individuals that will affirm the sanctity of human life from conception until natural death. Clients who come to UPC will be encouraged to attend a Christian church of their own choosing where they can worship God and receive the support of church family. UPC Board members, staff, and volunteers will respect each other's varying religious beliefs as well as those of our supporters and our clients. UPC will not recommend the use of contraceptives or sterilization but will promote the Christian value of abstinence until marriage.

STATEMENT OF FAITH

I believe in God, the Father Almighty, and in Jesus Christ, His only begotten Son, who was conceived by the Holy Spirit and born of the virgin Mary.

I believe that Jesus, although sinless, was crucified for our sins and was buried. I believe in His resurrection, in His ascension to the right hand of the Father and that He will return in power and glory to judge the living and the dead.

I believe in the essential need of a personal relationship with Jesus Christ as our Lord and Savior. I believe that the Holy Bible is the inspired, authoritative Word of God, and that its teachings are fundamental to our Christian faith.

I believe that we are made in the image of God and created to love and serve Him. Also, I believe that we are called to live in a proper Christian manner and that we are to keep the Lord's Day holy.

I believe in the spiritual unity of all believers in our Lord Jesus Christ.

I believe in the virtue of chastity; I do not support cohabitation before marriage and believe that marriage is a sacred bond between a man and a woman.

I believe in the right to life and the dignity of all people. I believe that in no circumstance should abortion be considered as an alternative to pregnancy, and that within the work of The Unexpected Pregnancy Center we will defend all stages of human life from conception until natural death.