

DIRECTOR OF OPERATIONS

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**Objectives of the position:** As an ambassador for Jesus Christ, the Director of Operations will be responsible for overseeing the marketing and delivery of PRC services to patients through our network of clinics and education centers. Serving as a member of the Leadership Team, this position's primary responsibility is ensuring organizational effectiveness by providing leadership with a Gospel focus to staff and volunteers.

**Reports to:** Executive Director

**Supervises:** Clinic Managers, Nurse Manager and Education Manager

**Qualifications:**

- A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and passionate commitment to the mission and vision of PRC
- Exhibit strong commitment and dedication to the sanctity of all human life
- Exhibit strong commitment and dedication to sexual purity
- Demonstrate excellent oral and written communication skills
- Possess an inquiring and analytical mindset, facile in the use of spreadsheets
- Excellent interpersonal skills and a collaborative management style.
- Budget development and oversight experience.
- Excellent project management skills

**Responsibilities:**

- Oversee the design and execution of marketing strategies that attract the most abortion determined (“AD”) women to PRC clinics
- Lead the design of clinic work processes and practices that produce the highest possible number of Life Decisions by birthparents entering our clinics, and build robust participation in the education programs that bridge these families to local churches
- Ensure the optimal deployment of staff and volunteers to achieve operating efficiency across the PRC organization
- Design metrics and reporting that track the success of organization goals and effectiveness, and report to the Executive Director and Board of Directors on a regular basis; includes dashboard and individual clinic reporting
- Contribute to short and long-term organizational planning and strategy as a member of the management team
- Develop and drive the execution and success of team goals
- Provide coaching, training and development to clinic and education staff and volunteers, with a continued emphasis on spiritual development
- Periodically attend special events, outreach presentations and Church presentations in support of Executive Director and Manager of Development

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Last Modified: June 2021  
Approved By: Brad Bell