



EXECUTIVE DIRECTOR

August 1, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

[The Legacy of Life Foundation](#) became a registered 501(c)3 in 2010. Starting from just one counselor, one office, and a team of energetic and passionate volunteers, we opened a second center, motherhood program, fully functioning ultrasound staff, and a vast network of volunteers and supporters who all contribute in invaluable ways, through prayer, financial giving, and sacrificing their time. We are currently opening a third center! With two lives saved in the first year now to well over 3,500 lives saved, our model and approach to crisis pregnancy services is unique and effective.

The Legacy of Life Foundation speaks to the heart of the abortion issue. We educate women on the comprehensive alternatives to abortion and are always seeking ways to extend the reach of the mission and the effect of our services.

Position Title: Executive Director
Reports To: Chief Executive Officer
Supervises: Directors

Job Summary/Description

The Legacy of Life Foundation Executive Director (ED) is accountable for leading, managing and holding the team accountable for mission delivery on a day-to-day basis to empower women with unplanned pregnancies to choose life.

This ED role requires strong leadership, strategic thinking, understanding of process management, fundraising expertise, and a deep commitment to the organization's mission and values. The ED will work closely with the Chief Executive Officer (CEO) on strategic matters. And is accountable for daily operations with staff and external stakeholders to drive the organization's growth through program and operational excellence.

This role will report directly to and collaborate with Legacy of Life Foundation's CEO to on strategic matters in support of the organization's vision.

Primary Areas of Accountability

This role has primary leadership accountability for four critical areas:

1. Leadership & Management
2. Program Excellence
3. Financial and Facilities Operations and
4. Fundraising and Marketing.

To achieve success, this role will oversee administration in each of these functional areas.

Leadership & Management

- Accountable for leading and integrating the strategic planning process and holding the leadership team accountable for results.
- Leads, coaches, develops, and retains a high-performance management team, comprised of Directors of Development and Client & Family Services.
- Creates organizational clarity, quality communication and ensures congruence amongst leadership team and staff to ensure consistent high performance.
- Develops, maintains, and supports a strong board of directors; and serves as ex-officio member of each board committee. In collaboration with CEO, seeks and builds board involvement with strategic direction, quality governance and fiduciary integrity.

Program Excellence

- Provides leadership to ensure programmatic excellence, rigorous program evaluation, and consistent service delivery to achieve strategic goals.
- Supports the Director of Client and Family Services to ensure effective systems to track qualitative and quantitative programmatic outcomes and evaluation to inform strategy. Regularly evaluates program components, to measure successes that can be effectively communicated to the board, funders, and external constituents.

- In collaboration with Director of Client & Family Services, develops a plan and process to attract and retain clients.

Financial & Facility Operations

- Provides leadership to ensure the integrity of Legacy of Life Foundation's financial management and reporting via bookkeeper and third-party partnerships.
- Ensures multi-location facilities meet the needs of clients, staff, and volunteers, including but not limited to space planning and productivity, information technology, building maintenance, safety, and security.
- Works with HR Manager to ensure human resource functions are performed with excellence, including talent management, professional development, personnel practices, and policies.

Fundraising & Marketing

- Provides leadership to ensure Legacy of Life Foundation's fundraising results meet or exceed budgeted net contributions to fuel mission delivery.
- Supports the Director of Development with creating a fundraising strategy and plan to attract and retain and upgrade donors, including grant funding, fundraising events, baby bottle drives, direct response campaigns, recurring monthly giving, individual donor development, leadership level giving and beyond.
- Actively engages and energizes Legacy of Life Foundation's donors, volunteers, board members, parishes, faith community, and service organizations; including but not limited to the Knights of Columbus.
- Ensures effective marketing to elevate community awareness and impact with external stakeholders in the communities served.

Working Conditions

- Position will work primarily from Legacy of Life Foundation offices in Warminster, PA, with flexibility to travel to other centers currently located in Bristol and Philadelphia. Frequent travel to meet with external constituents across our service areas.
- Uses office equipment including laptop.
- May sit for extended periods of time.
- Required to work daytime, and/or evening and weekend hours as necessary.

Qualifications

- Bachelor's degree or higher and 5-7 years of success in nonprofit management with a passion for the pro-life movement.
- Diligent and motivated leader, strong team-player with proven success as a nonprofit lead, preferably with a faith-based professional ministry.
- Experience leading a management team.

- Excellent written, verbal communication, public speaking, as well as presentation and interpersonal skills.
- Skilled in engaging high net-worth individuals, strong strategic, analytical, and organizational skills.
- Experience with EOS (Entrepreneurial Operating System) a plus.

Skills

- Knowledgeable about current nonprofit management best practices and emerging trends; financial, operational, and programmatic management, as well as fundraising expertise.
- Strong relationship, presentation, and collaboration skills.
- Thrives in a metrics-driven environment.
- Possess the highest standard of personal and professional integrity; able to initiate, grow and sustain meaningful professional relationships among colleagues, staff, and external constituents to fulfill agency's mission.
- Trustworthy/able to maintain confidences in all matters related to the business and welfare of the foundation. No gossip.
- Proficient with Microsoft Office Suite and understands mainstream donor data management systems (CRM) and financial management software. Must also be able to use general office equipment including a smart telephone, computer and/or laptop, copy machine, scanner, fax, and calculator.
- Possess a driver's license and access to reliable transportation. Maintains car insurance.
- Legacy of Life Foundation is an independent non-profit organization that follows the faith tradition of the Catholic church. Employees are required to sign a letter of faith, obligating them to high moral standards.

Travel: Minimal overnight travel.

Salary: \$120,000-130,000 (depending on Qualifications and Experience).
This position offers comprehensive benefits and retirement plan.
Details available from Human Resources.

Application Deadline: September 30, 2023

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:

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