



Mercy Ministries: Executive Director

Mercy Ministries was founded in 1989 and has been sharing the love of Christ to women, children and families facing crisis pregnancy situations in Reading, Pa and the surrounding area ever since. Located in the heart of the city, Mercy seeks to meet individuals where they are, provide Biblically based counsel and support, showing them the joy to be found in living a life fully dedicated to Jesus Christ. Mercy is committed to providing for our clients in time of need, demonstrating grace for today, and hope for the future.

The Executive Director of Mercy Ministries possesses an unwavering commitment to be the hands and feet of Christ. Their ability to establish and cultivate relationships with clients, staff, volunteers, donors and community partners is at the forefront of being the face of Mercy Ministries. The Executive Director is able to meet the needs of the community demographic by employing a culturally responsive skill set and possesses an understanding of an urban environment. Servant leadership and excellent organizational management is evident in the oversight and outreach provided by the Executive Director.

Who We Are Looking For

A Humble spirit

A Strategic Thinker

A Passion for the Value of Life

A Bridge-Builder

A Vibrant Faith

Interested candidates may email a cover letter, resume, and a one page document describing their Philosophy of Leadership in Ministry to jobs@mercypregnancycenter.org.

Responsibilities

- **Leadership:** Provide mission-driven direction, supervision, and training to staff and volunteers. Demonstrates excellence in organizational management with the ability to delegate tasks and achieve strategic objectives.
- **Business Success:** Provide leadership and management to ensure that the mission and vision of Mercy Ministries are put into practice on a daily basis with staff, volunteers, clients, donors and the community.
- **Human Resources:** Oversee implementation of all HR functions including effective interviewing and hiring for subordinate positions, evaluations, terminations and benefits.
- **Facilities:** Oversee all day to day operations of the facility including maintenance, space utilization, and security.
- **Technology:** Oversee installation and usage of technology (Copiers, Computers, Software, etc.) needed to enable staff and volunteers to carry out the mission of tracking and assisting clients. Will work with the Director of Development and Administrative Assistant to build an email database and effectively use Mercy's website and social media as a way to enhance donor relations.
- **Finances:** Coordinate with Director of Development, Treasurer, Board of Directors, and Staff on budget proposals, fundraising, event planning, as well as the annual banquet. Educate the local community, organizations, agencies, and the professional community of Mercy's service with the goal of attracting additional support/involvement through contacts, appeals, and media exposure.
- **Stakeholder Relations:** Develop and maintain relationships with local churches, pastors, donors, clients, volunteers, the community and encourage increased participation in the ministry. A willingness to network with other nonprofits, ministries, and churches in the city of Reading to provide either an extension of Mercy's services or other services that we currently do not offer
- **Special Projects:** In conjunction with the Board of Trustees, develop long and short-term strategies, goals and objectives for improvement of the ministry

Profile

- Strong interpersonal skills including communication, leadership and public relations
- Bi-Cultural competency as demonstrated by understanding and working well within the diverse culture of the Reading area
 - Preferably fluent in both English and Spanish
- Supports the Mercy Ministries *Statement of Principles* and *Statement of Faith*
- Excellent organizational and time management skills

- Proven team player
- Ability to communicate effectively - in person, over the phone, via email
- Strong attention to detail
- Proficient in Google Drive and Microsoft Office applications
- Ability to work independently and make decisions

Education and Experience

- Possess a bachelor or a master's degree or related equivalent experience in a related field.
- Has two years experience as a volunteer or employee in ministry, preferable in a pro-life/pregnancy center and experience as client services or center director experience is welcomed
- Two years experience in an administrative position with direct supervisory experience.
- Experience in marketing, fundraising, and public relations/development.

Supervisory Responsibilities:

- Recruit, train and provide regular supervision for all employees and volunteers
- Ensure all employees and volunteers express the mission of Mercy Ministries in their work and interactions
- Develop and implement an annual training plan for all employees and volunteers to improve their skills and performance
- Perform annual review/assessment of staff direct reports

Reports to: Members of the Board