

Executive Director

Job Description

Summary:

We are a pro-life, non-profit organization seeking an Executive Director to lead our group into the future. The successful candidate will be responsible for overseeing all aspects of our organization, ensuring that we operate efficiently and effectively to meet our mission and goals. In this role, you will be the face of Right to Life of Kern County, working with the Board of Directors, supporters, donors, elected officials, the media and the public. We are seeking someone who aligns with our mission and values and will grow the organization through intentional and positive leadership.

Reports to: Right to Life Board of Directors

Status: Part-time, hourly position

- 18-20 hours/week
- Requires a flexible work schedule and a willingness to work as needed (i.e. weeknights, weekends, possible increased hours prior to large events)

Education Required: High School Diploma

Qualifications and skills:

- Strong commitment to protect and promote the sanctity of human life from conception to natural death, with a focus on important life issues that include abortion, assisted suicide, and euthanasia
- Adherence to Right to Life of Kern County's mission statement and values
- California driver's license

- Strong aptitude for networking and relationships
- Superior written and verbal communication and presentation skills
- Strong problem-solving, organizational and leadership skills
- Proficiency in Microsoft Office
- Strong grasp of social media platforms; including Facebook, Instagram, YouTube, X, etc.

Preferred Qualifications and Skills:

- Bachelor's Degree
- Experience in fundraising
- Experience in event planning
- Bilingual - Spanish

Duties and Responsibilities:

- Lead short and long-range strategic planning with the Board of Directors
- Develop and lead the strategy of Right to Life of Kern County within the broad context of local and statewide pro-life movement
- Oversee the supervision of personnel, which includes work allocation, training, problem solving, performance evaluations, making recommendations for personnel actions, motivating staff to achieve peak productivity and performance
- Work with Board of Directors to cultivate long-term relationships with donors
- Oversee preparation for the annual budget and other necessary financial documents. Provide information and justification to the Board of Directors in its budgetary review and approval process.
- Oversee direct marketing and community relations efforts. Maintain a positive and regular presence on social media and participate in community activities as such opportunities arise locally, statewide and nationally
- Cultivate a strong partnership with the Board of Directors in setting policies consistent with the mission of Right to Life of Kern County

- Oversee all fundraising efforts and events, regularly evaluate the financial effectiveness and community impact of fundraising efforts and develop new fundraising strategies as necessary

Compensation:

- \$25 - \$30 /hour
- Standard mileage reimbursement rate (currently \$.70/mile)
- Cell phone stipend of \$25 / month

Employee Benefits:

- PTO (paid time off) - 5 days / year
- Sick days – 5 days / year
- Paid holidays:
 - New Year's Day
 - Memorial Day
 - 4th of July (Independence Day)
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve Day
 - Christmas Day
- Bereavement leave – up to 3 days off for the loss of an immediate family member. Family member includes spouse, children, parents, siblings, grandparents, grandchildren and domestic partner.