



Center Director Job Description

Objectives of the position:

As an ambassador of Jesus Christ, the Director has the responsibility for managing routine operations of Grace Place Pregnancy Care Center (GPPCC) in a smooth and professional manner. This includes the training and management of GPPCC staff, providing the necessary support of the client during a coaching visit, and overseeing implementation of necessary programs to meet client needs.

Reports to: The Executive Director (“ED”)

Supervises: All staff and volunteers not supervised by the ED

Status: Regular; Full Time

Schedule: 32 hours per work week; M-TH

Minimum Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Exhibit strong commitment and dedication to pro-life position and sexual purity
3. Agree with and be willing to uphold the Statement of Faith, Statement of Principle, and policies of GPPCC
4. Be in full agreement with Care Net Statements of Principles, Purpose and Faith, and Missions and Values Statement
5. Attend church regularly
6. Demonstrate compassion for all who are in a self-described pregnancy crisis
7. Approved DPS, Criminal, and CPS background checks
8. Bachelor’s degree, preferably in a related field, counseling, education, social work, etc.
9. One year of experience as a volunteer of a Christian ministry
10. Two years of experience in a profession where management experience was required or equivalent
11. Exhibit skill in interpersonal communication, public speaking, written communication, and problem solving
12. Be able to provide spiritual leadership, discipleship, encouragement, and direction for the staff members and volunteers
13. Be able to carry out responsibilities in a self-directed manner

14. Proficient in basic computer operations; Microsoft Office applications; and Google Workspace
15. Pray and “dream” about programs and future of GPPCC

Preferred Qualification:

- Master’s Degree
- Bilingual in Spanish and English

Responsibilities:

Administration of Office Management

- Make prayer an integral part of the day-to-day operation
- Ensure GPPCC is well organized, clean, neat, and presents a professional image to our clients and community
- Organize staff schedules; including delegation of duties and vacation requests. Ensure all time cards are submitted to ED/bookkeeper in a timely fashion allowing for appropriate and timely payment of employees
- Provide peer advocate services when staff or volunteers are not available
- Serve as an Ultrasound “witness” when staff or volunteers are not available
- Center Director (“CD”) will lead weekly staff meetings; set timeframe and create an agenda. ED will notify CD when she needs to add a topic of discussion to agenda. CD has the freedom to be flexible with frequency of staff meetings to assure GPPCC runs efficiently.
- Interact with ED to relay client or volunteer needs, progress of center, problems or concerns of staff or outside vendors (If there are concerns from staff members, attempt to resolve without involvement of ED. Only involve ED if a formal reprimand is necessary)
- Responsible for annual evaluation of staff; while collaborating with ED on final assessment
- Collaborate with our Public Relations/Training Coordinator in praying for new volunteers. Assist as needed in advertising and recruiting volunteers. Oversee enlistment, selection, and help as requested in the training of all volunteers.
- Collaborate with our Public Relations/Training Coordinator providing annual evaluation of volunteers and in scheduling/planning the annual appreciation event.
- Meet with ED regularly to pray, discuss concerns, brainstorm, implement programs/goals, create reports, and any other necessary tasks (“Regularly” is no less frequent than monthly and no more frequent than weekly)
- Write at least three grants per year; maintain files/records of said grants (ea.: City; County; United Way)
- Formulate and suggest revisions of operational policies, procedures, and filing system necessary for consistent operation of GPPCC

- Attendance at GPPCC board meetings is not required. Unless otherwise specified by ED
- Participate in meetings with other organizations related to the needs of our clients as requested by ED or Board of Directors (“BOD”). (ea.: JCAP’s; Health Department; Other social services)
- Maintain records of required certifications. Collaborate with staff in maintaining current/up to date credentials (ea.: nurses; annual background checks on staff, volunteers, and board members; car seat installation; CPR, etc.)
- Work with ED to hire new staff as needed

Safety and Security

- Ensure that all staff, as well as contracted staff (cleaning staff, maintenance, landscaping, etc.) are aware of safety protocols.
- Be the central contact person regarding safety of staff and facilities

Events

- Collaborate with ED and BOD to plan and implement the annual fundraising banquet and *Run Baby Run* event
- Schedule tours of GPPCC as deemed appropriate by ED
- Collaborate with ED on annual Board appreciation event

Post Abortion Recovery Ministry

- Oversee the implementation and maintenance of Forgiven and Set Free Bible Studies

Making Life Disciples

- Oversee the implementation and maintenance of this Care Net program
- Develop and maintain ongoing relationships with pastors and churches in the community.

Other duties as assigned by ED and/or BOD

Approved by Grace Place Pregnancy Care Center, Inc. Board of Directors: 4/16/2026

Original: Employee’s Personnel File

Copy: To Employee

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