



147-32 Sanford Avenue, 2nd Floor, Flushing, NY 11355 718.463.1810

Executive Director

The Bridge to Life, Inc. is a non-judgmental, non-sectarian, and apolitical organization dedicated to offering women and men the resources they need to choose life. Doing business as Bridge Women's Support Center, we help all who come to us regardless of faith, age, race, or marital status. We do this with counseling that is informative, compassionate and honest.

Our organization has been helping the community since 1992. Currently operating out of two facilities, we are able to assist those in need through donations from private individuals and organizations sympathetic to our mission.

The Bridge to Life, Inc. is seeking a full-time Executive Director for our pro-life pregnancy help centers in Queens, New York. This is a salaried position with an at-will non-profit company.

Role Description:

The Executive Director, who reports to the Board of Directors, will have overall strategic and operational responsibility for The Bridge to Life's paid and volunteer staff, programs, expansion, and execution of its mission within the parameters of Bridge's budget. S/he will develop deep knowledge of Bridge's facilities, core programs, operations and strategic plans.

Job Functions:

- **Business Manager.** Develop (in conjunction with board), update and implement a comprehensive strategic plan, operating plan and budget. Responsible for profit and loss as well as managing bank accounts, payroll, deposits and paying bills in regards to overseeing those plans.
- **Fundraising.** Responsible for identifying and pursuing grant funding, oversight and growth of existing initiatives including annual gala.
- **Donor Relationship.** Responsible for donor growth and retention including continuing and expanding relationships with local organizations and developing new corporate relationships.
- **Volunteer Recruitment.** Responsible for recruiting and retaining volunteers to handle specific office and outreach functions (i.e. Baby Bottle Campaigns) and ability to properly recognize their labors in furthering our mission in a timely manner.
- **Communication.** Ability to speak in public and communicate ideas and directions clearly with staff and to board.
- **Executive Manager.** Responsible for staff performance and evaluations as well as implementing strategic plan and Policy and Procedures set by Board of Directors, marketing plan, social media etc. Also responsible for keeping Procedures and Policy manual updated with any work flow and/or program changes/additions.
- **Board Member.** Active non-voting member of the board for overall planning and strategy.



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Qualifications:

- Be able to work with the Board of Directors, staff and volunteers to accomplish the mission.
- Strong understanding of operations, fundraising and management involved with non-profit organizations including planning the fundraising calendar of events with the Board one year in advance. Set goals and evaluate progress for future improvement.
- Strong organization skills, ability to handle and oversee simultaneous projects. Ability to manage projects, track milestones and provide status updates to Board.
- Extensive knowledge of basic software (i.e. Microsoft Office, QuickBooks, fundraising tools, social media, etc.) and comfortable utilizing technology to accomplish tasks.
- Communicate with the treasurer to ensure that accurate and current financial records are kept and expenditures are within the approved agency's budget while making responsible purchases.
- Leadership skills with proven ability to manage, direct and delegate as needed. Ability to make quick decisive decisions, engaging staff and volunteers to work together to accomplish the vision set forth by the Board.
- Ability to maintain, generate, grow and oversee revenue and fundraising activities to support and grow existing programs as well as fund new programs and initiatives set by the Board.
- Establish and maintain donor relationships and willingness to engage a wide range of stakeholders and cultures. Prior experience in seeking and developing corporate relationships for donations.
- Ability to recruit, identify and match potential volunteers' skills to needed Bridge roles as well as utilize a volunteer's skill set to keep them engaged as a faithful volunteer.
- Coordinate all marketing efforts including publicity and advertising for all media platforms as well as written content for appeal letters, bulletin inserts, newsletters or our online presence.
- Seek and prepare all grant proposals emanating from Bridge for current and new programs.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to project implementation.
- Ability to work effectively in collaboration with diverse groups of people including the Board, staff and volunteers.
- Interview and approve new paid staff (upon budget approval for positions) and volunteer personnel.



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Requirements:

- Must be dedicated to the pro-life movement with passion, integrity, enthusiasm and positivity while being mission-driven and self-directed.
- Previous managerial experience with the ability to handle day-to-day operations of the agency's multiple locations, ensuring accurate records and statistics are kept to prepare board reports, etc.
- Supervise staff maintaining the mailing list and ensure contact management (CRM) database is updated in a timely fashion and donation thank you letters sent out promptly.
- Experience in managing bank accounts, donor deposits, reconciling bills and handling payroll along with basic accounting knowledge in order to communicate with Treasurer.
- Strong written and verbal skills with the ability to communicate ideas and thoughts clearly and precisely to staff, volunteers and the board and in a timely manner.
- Persuasive and passionate speaker for our mission making sure all speaking requests are responded to in a timely manner with appropriate staff, board or volunteer speakers.
- Must be able to cultivate an atmosphere of team work, have strong conflict resolution skills, ability to prioritize work tasks and be able to work independently, with little supervision.
- Bachelor's degree or related experience with minimum three years' experience in fundraising. Event coordination helpful
- Must have automobile and valid driver's license.
- Must be willing to work some evenings and weekends and to attend event appearances.
- Bilingual helpful, but not mandatory (Spanish preferred).
- Salary and benefits: Negotiable with experience
- 3 weeks paid vacation & holidays

How to apply:

Please send cover letter, resume, and references to BridgeNYJobs@gmail.com

Cover letter should include your personal opinions on "life" issues, reasons you qualify for this position and salary range requirements.