

HEARTBEAT INTERNATIONAL

Job Description

Title: Vice President of Ministry Services (Exempt)
Department(s): Academy, Affiliate Services (US & International), Medical Impact, and related programs
Reports to: President
Remote Work Status: Position based in Columbus, OH

SUMMARY

The Vice President of Ministry Services (VPMS) oversees departments and programs directly related to advancing pregnancy help worldwide. This includes affiliation, direct impact programs, events, and materials for life-affirming service providers and the related pregnancy help community. The VPMS oversees the implementation and orchestration of all Ministry Services programming and products. All responsibilities are executed in cooperation with Heartbeat International staff to promote Heartbeat's pro-life mission and vision and support Heartbeat's Christian core beliefs and core operational values within budget and strategic parameters.

RESPONSIBILITIES

1. Implement and oversee Ministry Services programming (resources, training, services, programs and products). Evaluate and ensure quality products, services, and training that meet the needs of participants, support Heartbeat's mission, and fit within budgetary parameters. Maintain and grow current programs and resources, budgeting, and overall organizational strategy, to meet the strategic imperatives and initiatives of the pregnancy help community. Analyze affiliate information and trends to inform the determination of affiliate needs and the evaluation of services and resources. Envision new services and resources and changes to current programs, services, etc., to meet current and emerging network needs. This includes (but is not limited to):
 - Oversee the planning and implementation of annual conference and special trainings (programming, budget, logistics, and evaluation).
 - Oversee the planning and implementation of consultation services provided
 - Oversee the creation of training resources – online, e-publications, print materials, and other affiliate services resources relevant to achieving strategic goals in advancing pregnancy help.
2. Conduct strategic planning for ministry services departments, develop department goals and strategic service provider programming to ensure effective efforts to advance the Heartbeat mission.
3. Oversee communication with service providers (both current and prospective affiliates). This includes advising service providers via e-mail, telephone, mail and other creative means about services, activities, trainings, and programs that are supportive of the organization's ministry and improves the level of training and direct services.
 - Keep current on information pertinent to support Heartbeat International's mission, its programs and affiliates.
 - Be completely familiar with all HB service provider programs, resources and trainings.
 - Encourage and support the use of appropriate HB's resources and programs through word and action.
 - Coordinate with other staff and resources as needed to assist affiliates to meet their needs and resolve problems and provide support and encouragement.

- Share the Gospel, solicit and receive prayer requests, and pray with affiliates as appropriate to encourage and support their center's ministry of life.
 - Facilitate and oversee consultation via telephone, fax, and e-mail to affiliates and potential affiliates that assists centers in promoting life and sexual integrity through excellent services and resources.
4. Supervise staff. Assess Ministry Services' staffing needs and staff performance. This includes identification of staffing needs, staff hiring, discipline, training, and staff performance evaluation. All supervision must be accomplished in a manner that promotes harmony and cooperation, encourages good work performance, and supports and demonstrates HB's Christian pro-life mission and vision and values, and its Christian core beliefs
 5. Personally provide onsite training and consultation as needed.

Secondary Responsibilities (Approximately 20% of Time)

1. Make presentations or represent Heartbeat International at events.
2. Create new resources and write articles and other materials for Heartbeat related efforts.
3. Work cooperatively with outside pro-life agencies and other organizations to support Ministry Services and Heartbeat's mission as requested by the supervisor.
4. Work with the other departments/staff cooperatively to promote the support of Heartbeat affiliates and protect the integrity and security of all historical and current affiliate and related data.
5. Special projects/assignments as requested by the President.

SUPERVISION (Received/Exercised)

Work under the general direction of the President. Resolve non-routine problems. Supervise department administrative, professional, and support staff.

QUALIFICATIONS

1. Significant experience in the pregnancy help movement, including five plus years' experience in leading a pregnancy help organization. Experience in pregnancy help administration strongly preferred. A good understanding of pregnancy center operations and management required. Strong preference for HBI affiliate experience.
2. Demonstrated ability to lead a dynamic team and manage a rigorous program agenda.
3. College degree in education, social work, or other related area or equivalent experience with program development and consultations.
4. Proficiency using Microsoft Word, Excel, PowerPoint and databases, as well as ability to learn software solutions in play at HBI.
5. Excellent oral and written communication skills, in addition to verbal presentation and writing strengths to effectively represent Heartbeat to national and international constituencies and the general community.
6. Good administrative/management abilities (supervision, organization, program implementation and management, analysis, reporting).
7. Good problem-solving skills.
8. Excellent human relation skills for interfacing with staff, affiliates and the general public and for leading a team. Ability to work cooperatively--with a Christian servant heart--to lead and inspire staff and affiliates.

9. Must have good judgment, be a self-starter with high initiative, and have a high level of integrity.
10. Willingness and availability to travel to fulfill duties and Heartbeat's far-reaching network.
11. A willingness and desire to serve affiliates and other HB constituencies, including other staff, in support of and to promote Heartbeat International's life-affirming ministry and God's plan for our sexuality.
12. Ability and willingness to demonstrate commitment to the Heartbeat International mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
13. A willingness to share the gospel of Jesus Christ by word and example to encourage affiliates, staff, and others and to contribute to an office environment conducive to supporting HB's ministry of life.