

HEARTBEAT INTERNATIONAL

Job Description

JOB TITLE. *Executive Director of Maternity Housing Coalition*

CLASSIFICATION. Part-Time (25 hours per week with potential to increase to full time schedule based on needs of HBI and role); Exempt

REMOTE WORK STATUS. Position eligible to work remotely

DEPARTMENT. Ministry Services

REPORTS TO. Director of Affiliates Services

SUMMARY. The Executive Director of Maternity Housing Coalition provides leadership for the overall vision, strategy, and direction of the coalition. This position oversees coalition priorities, advisory council coordination, public representation, trend awareness, and fundraising support while ensuring the work of the coalition advances in alignment with Heartbeat International's mission and values.

RESPONSIBILITIES.

1. Facilitate the Maternity Housing Coalition under the direction of the Director of Affiliate Services.
2. Support the functioning of the Maternity Housing Advisory Council, including nomination, orientation, communication, meeting coordination, and follow-up.
3. Support the execution of coalition goals, especially as written in the strategic plan.
4. With input from associated groups, set and execute the vision, messaging, voice, goals, strategies, and direction for the maternity housing movement.
5. Recruit, develop, and support affiliate relationships with an emphasis on maternity homes, and facilitate high levels of communication with and responsiveness to affiliated members.
6. Participate in Affiliate Care team meetings with other Heartbeat staff as appropriate to support housing affiliates.
7. Facilitate housing-specific content, events, and representation within the annual Heartbeat Conference.
8. Represent at and support other conferences and events with interest in maternity housing, including the National Christian Housing Conference and similar opportunities.
9. Travel as needed to represent the organization and participate in required meetings, training, and events, including Heartbeat International Headquarters, the annual Heartbeat International Conference, Pregnancy Help Institute (PHI), and other organizational gatherings.
10. Watch for and respond to emerging trends in the maternity housing community, including support for improved data, communication of observations, and research into impact.
11. Support and promote the integration of maternity housing into other aspects of the pregnancy help movement and promote the work of maternity housing more broadly, including public-facing materials and press-related opportunities.
12. Seek and support fundraising opportunities that include an emphasis on housing, including outreach to major donors with interest in residential programs.
13. Provide quality Christian caring service to all customers and contacts, including sharing the Gospel of Jesus Christ by word and example as may be appropriate.
14. Assist with other related projects as assigned by the supervisor.

SUPERVISION.

Receive direct supervision from the Director of Affiliate Services in the form of general parameters and project directives. This position does not include supervision by the Maternity Housing Advisory Council.

QUALIFICATIONS.

1. Eight or more years of maternity housing or other residential programming experience preferred, with at least five years of leadership experience.
2. College degree in a related area of study and/or demonstrated equivalent experience preferred.
3. Excellent verbal and written communication skills, with the ability to clearly communicate information to both experienced and novice audiences.
4. Effective interpersonal skills to build rapport with Heartbeat staff, the Maternity Housing Advisory Council, the Board, affiliated organizations, donors, and the general public.
5. Experience with strategic planning, coalition leadership, event representation, trend analysis, and fundraising support preferred.
6. Experience with Microsoft Office, Google Drive, and similar programs for collaborative document creation, communication, and content generation is essential.
7. Ability to articulate and value the variety of models and approaches found within maternity housing and to support organizations in making decisions that fit their communities.
8. Strong self-motivation, organizational skills, and the ability to manage time and effort to maximize results.
9. A willingness to serve affiliates and other Heartbeat constituencies in support of Heartbeat International's life-affirming ministry and God's plan for sexuality.
10. A willingness to share the Gospel of Jesus Christ by word and example and to contribute to an office environment conducive to supporting Heartbeat International's ministry of life.