



## Executive Director Job Description

### SUMMARY

The mission of the Kentucky Religious Coalition for Reproductive Choice (KRCRC) is to advocate for the right of all Kentuckians to exercise reproductive and religious freedom consistent with their beliefs.

The Executive Director of KRCRC must support the goals and values of the organization and must be comfortable talking with people of all faiths or other convictions about abortion as well as the role of faith in decisions about abortion. The Director must be able to articulate the organization's mission, vision, theory of change, statement of need, unique values, and overall strategy and direction of the organization, and will work closely with the Board and its committees to achieve these goals.

The Executive Director will be responsible for overseeing the operations of the organization, developing and implementing strategies to accomplish KRCRC's mission, and developing and maintaining partnerships across the state.

### RESPONSIBILITIES

- *Oversee and manage daily operations of the organization*
  - Supervise and support staff, volunteers, and contractors
  - Facilitate staff training and development opportunities
  - Develop policies and procedures
  - Oversee financial management
  - Ensure proper technology to meet organization's needs
  - Evaluate program effectiveness and implement improvements as needed
  - Ensure compliance with all legal, ethical, and regulatory requirements
  - Implement strategic plans to achieve the organization's goals and objectives
- *Lead/oversee fundraising efforts, including grant writing, donor relations, and special events*
- *Board development and support*
  - Collaborate with the board of directors to ensure alignment of mission and vision
  - Assist with board development
  - Attend board meetings; attend committee meetings as needed/requested
  - Prepare and present reports to the board of directors and funding entities
  - Act as a liaison between the board and staff
- *Community relations and communications*
  - Build and maintain relationships with community partners and stakeholders
  - Advocate for the organization's causes and represent it in public forums
  - Coordinate marketing and public relations efforts to enhance visibility

## QUALIFICATIONS & SKILLS

- *Five or more years in management, business administration, or related field, preferably in the nonprofit sector*
- *Proven experience in a leadership role within a nonprofit organization*
- *Strong background in fundraising and donor relations*
- *Experience with grant writing and securing funding from various sources*
- *Excellent communication and public speaking skills*
- *Demonstrated ability to develop and implement strategic plans*
- *Proficient in financial management and budget oversight*
- *Strong organizational and project management skills*
- *Experience in community outreach and partnership building*
- *Knowledge of applicable laws and regulations governing nonprofits*
- *Strong networking and relationship-building skills*
- *Track record of successful advocacy and policy initiatives*
- *Commitment to the organization's mission and values*
- *Demonstrated leadership and team management abilities*
- *Strategic thinking and problem-solving skills*
- *Ability to work independently and as part of a team*
- *Experience in program development and evaluation*
- *Commitment to principles of diversity, equity, and inclusion*

## SALARY AND BENEFITS

**Salary: \$60-85,000**

Benefits: Leave time (holiday, personal, vacation, sick) and health insurance

No retirement at this time

Apply or ask questions: [info@KRCRC.org](mailto:info@KRCRC.org)

*Applications must be submitted by March 15, 2025*