

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25

The Executive Director assumes all responsibilities described below, under the direction of the PPL Board of Directors. This person will

- Assume leadership, with the Board of Directors, for accomplishing the mission of PPL, organizing and implementing tasks to carry out the mission and goals of PPL.
- Express PPL's purpose and mission in writing and speaking, in person and online.
- Initiate and maintain contacts and represent PPL at all levels of Presbyterian denominations. Some travel will be required.
 - Maintain lively and effective PPL presence, including display set-up and take-down, at large gatherings of Presbyterians.
 - Provide guidance to pastors and laypeople seeking assistance on pro-life matters
 - Provide referrals to people seeking help in crisis pregnancies, post-abortion issues, and adoption.
- Develop educational content that equips Presbyterians to champion life, including online, and digital materials.
 - Serve as editor for all PPL publications making final decisions on content.
 - Propose timely development of educational materials, webinars, and videos appropriate to meet the needs in the denominations PPL serves.
- Provide leadership to PPL's fundraising and development efforts
 - Work with Board and Committees to engage current and new donors
 - Write fundraising appeals for online / direct mail campaigns

- Work with Board President planning Board meetings and Executive Committee meetings
 - Assist the President in developing an agenda
 - Work with the PPL Board to develop long range and short term goals
 - Propose policies and processes necessary to maintain a healthy organization
 - Ensure that all Board policies are followed
 - Assist in development of an annual budget

Qualifications

- Member of Presbyterian or Reformed church or presbytery
- Evidence of strong spiritual and moral character
- Strong biblical and theological competence in the Reformed faith
- Commitment to PPL Mission Statement and core values with particular attention to the protection of every innocent human life from fertilization to natural death
- Demonstrated ability to express the PPL perspective in speaking and in writing
- Familiarity with and interest in a broad range of life issues and other issues addressed by PPL, including continuing education and contemporary issues.
- Familiarity with or willingness to learn fundraising
- Aptitude for teaching; professional training not required
- Organizational skills: basic computer knowledge, familiarity with databases, development of budgets
- Demonstrated ability to work well with people
- Ability to give leadership to office staff
- Minimum education of Bachelor's degree

Accountability

- The Executive Director reports directly to the Board's President.
- Annual written assessments of performance by the Board of Directors.
- At least semi-annual discussions of performance, and of personal / spiritual needs, with the PPL Executive Committee or its representative.