



Pregnancy Care Centre

You are not alone

Position Title **Community Engagement Director**

The Pregnancy Care Centre provides compassionate community support to women and families facing an unexpected pregnancy so that they can thrive without seeing abortion as their only option.

Position Overview:

The Community Engagement Director (CED) cultivates relationships with major donors, churches and community partners to initiate and maintain new funding opportunities, and ensure a strong network of church support and community partnerships.

General Responsibilities:

PCC staff is expected to work co-operatively with others; demonstrate flexibility in organizing work; show a high degree of initiative, discernment, and resourcefulness; have good communication skills; demonstrate thoughtfulness in decision-making and maintain a high level of confidentiality in all areas of responsibility.

Staff must be non-judgmental and receptive in approach, and reflect genuine concern, respect and commitment towards individuals, churches, and organizations.

Staff should seek to be a role model in attitude, speech, and actions in their consistent daily walk with Jesus Christ. They should be prepared to explain PCC's religious beliefs and practices to all clients, visitors, and callers. They should be prepared to provide resources and assistance, consistent with the Statement of Faith and Mission Statement, to all those who inquire.

Reporting Structure:

Reports to the Executive Director

Specific Duties:

Directly Oversees

- Staff assigned for major donor engagement activities
- Staff assigned to help with training and church presentations

Location:

Hybrid – One or more PCC Toronto office + In the community meeting with donors and churches for training/presentations

Qualifications:

1. Expresses full agreement with PCC Toronto's *Purpose, Mission and Vision Statements, Sanctity of Human Life Statement, Statement of Faith, and Core Values*.
2. Expresses full agreement with PCC Toronto's *Code of Ethics and Professional Conduct and Lifestyle Standards* policy.
3. Has exceptional written and verbal communication skills, and the ability to effectively communicate the mission and vision of PCC Toronto to the public.
4. Has a proven track record in fundraising with relationship cultivation with major donors.
5. Has a minimum of 5 years of experience in a church leadership capacity.
6. Has experience in giving presentations, making cases for support and public speaking.
7. Has skills to research, write funding proposals and report to foundations and community organizations.
8. Has experience managing partnership relationships with churches and community organizations.
9. Has experience and/or an educational degree in a related field, such as health care, social work, business administration, or community development.
10. Has a vehicle and is able to drive to different locations, primarily in GTA.
11. Has capacity to work a non-traditional schedule that includes commitments during evenings and on weekends.

Personal Attributes:

1. **Flexible:** Able to manage a non-traditional schedule in order to respond to presentation requests and opportunities to meet with major donors.
2. **Autonomous:** Uses initiative to get things done and is self-directed in work.
3. **Approachable:** Works well and seeks to develop the best in people.
4. **Articulate:** Can express themselves well in public and in writing with minimal preparation time.
5. **Persuasive:** Successfully conveys ideas, values, and vision to others.
6. **People-Focused:** Effectively builds healthy and mutually beneficial relationships, both internally and externally.
7. **Strategic-Thinker:** Plans activities and uses time strategically to achieve most organizational success.
8. **Resilient:** Low reactivity to the effects of stressors, rarely feels overwhelmed by workload, projects, or deadlines.
9. **Compliance:** Able to meet reporting deadlines, is mindful of organizational policy when planning fundraising activities and keeps accurate records of presentation and donor communications on the organization's Customer Management System (CMS).

Knowledge and Competencies:

1. **Interpersonal Skills:** Exhibits clear ability in relationship management, interpersonal communication (written and public speaking), and problem solving.
2. **Fundraising Expertise:** Demonstrates competency in understanding and applying fundraising principles. Understands the work involved in making requests to major donors, foundations, churches and community organizations.
3. **Leadership Skills:** Demonstrates significant spiritual and emotional maturity in relationships, teaching, and leadership abilities.

Responsibilities:

Major Donor Fundraising (50%)

1. Prepares an annual fundraising plan to cultivate new resources through major donors, planned giving, church engagement, and community organizations.
2. Engages with donors and stakeholders to foster growing relationships and shared vision between them and the organization.
3. Researches and presents funding proposals to large donors and community organizations aligned with the work of PCC Toronto.
4. Regularly communicates with major donors through phone, email and personal visits, and records these meetings on the organization's CMS (Customer Management System).
5. Collaborates with key staff members on special events to ensure major donor concerns are addressed.
6. Ensures that all administrative records are kept on the organization's CMS.

Community Relations (30%)

1. Represents the organization by giving church presentations, trainings, interviews, and conference participation.
2. Initiates the annual cooperation agreement renewal meetings with churches involved in the First Response Network (FRN), and works towards helping new churches join the FRN.
3. Facilitates the First Response Trainings, as well as other prayer and training opportunities, planned throughout the year.
4. Develops connections within the community that could help PCC Toronto acquire new donations (e.g. referrals to funding agencies, foundations, and business and donor contacts).
5. Represents the organization at community events, committees and other opportunities to engage.
6. Applies biblical principles and ethics, while maintaining Christian witness in the community when giving public presentations about the organization and fundraising opportunities.
7. Prays with and for churches and supporters.

Team Leadership (20%)

1. Participates in regular staff meetings to contribute to effective team functioning and shared objectives.
2. Contributes to the planning and program activities of PCC Toronto's two annual fundraising events.
3. Models a Christ-like attitude with grace, humility, and courage.
4. Assists team members, as directed by the Executive Director.

Start Date: May 1, 2024

Salary: Based on experience

Interested candidate should send their resumes and cover letters to linda.baartse@pregnancycentre.org.