



**EXECUTIVE DIRECTOR  
SEARCH PROSPECTUS**





## MISSION OVERVIEW

AlphaCare has the privilege of serving individuals and families in ways that meet critical needs in a time of uncertainty. AlphaCare seeks to prepare and protect mothers and children by providing counsel, education, and resources during and after pregnancy. Though AlphaCare provides medical services and resources, the ultimate aim is to build trusted relationships with everyone they serve and work alongside community partners to help families navigate important decisions.

## OPPORTUNITY

The Search Committee and Board of Directors are seeking to identify the next Executive Director of AlphaCare to lead the organization into a new season of growth.

## SITUATION

- For almost 40 years, AlphaCare has helped families and children to courageously hold fast to life.
- AlphaCare has a unique vantage point within the city of Philadelphia to serve mothers and their families in times of uncertainty.
- AlphaCare brings life-saving medical resources and trauma informed care to underserved and at risk populations within the City of Philadelphia.

## OVERARCHING OBJECTIVE

A visionary leader with passion for ministry, a love for people, and strong business skills.

## POSITION REQUIREMENTS

- Spiritual leadership and maturity
- Long-term personal orientation to the Executive Director's role
- Ability to locate in the metropolitan Philadelphia area

## VISIONARY LEADERSHIP

- Clear vision-casting, direction-setting abilities
- Strong communication skills
- High emotional intelligence and executive presence

## PASSION FOR MINISTRY AND PEOPLE

- Effective and proactive relationship-building and management
- Team-building and collaboration effectiveness
- Ministry facility and influence
- Ability to facilitate and sustain unity in diversity

## STRONG BUSINESS SKILLS

- Financial and professional competence, acumen, particularly in budgeting and fund-raising
- Creative and skilled problem solving



# SPECIFIC DUTIES RELATED TO THE ROLE OF EXECUTIVE DIRECTOR



## STRATEGIC LEADERSHIP

- Works with the AlphaCare Board, Directors, and staff to ensure that ministry initiatives are executed properly through programming, strategic planning, through the media and community outreach;
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions;
- Creates and facilitates an annual administrative action plan in conjunction with the AlphaCare Board of Directors;
- Responds to new opportunities by furthering, enhancing, and protecting AlphaCare's programming and mission/vision.

## FINANCIAL LEADERSHIP

- Manages, oversees and leads the AlphaCare Board, Directors and Staff in donor stewardship;
- Responsible for financial management, developing resources sufficient to ensure financial health of organization;
- With the support of accounting firm and Board, creates and upholds financial best practices;
- Leads development of the annual operating budget and monthly financial statements for internal use and for submission to the Board;
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position;
- Develops new donor relationships and maintains a positive relationship with existing donors/churches;
- Engages mission partners and sponsors;
- Manage local revenue generating and expanding fundraising activities to support existing program operations in cooperation with the Development Committee.

## HUMAN RESOURCES LEADERSHIP

- Establishes HR standards and procedures. Identifies opportunities for improvement and resolves any discrepancies;
- Conducts a continuing study of all HR policies, programs, and practices to keep the Board informed of new developments;
- Directs the preparation and maintenance of required HR reports as are necessary to carry out the functions of local, state, and federal compliance regulations and laws;
- Prepares periodic reports for the Board, as necessary or requested, to track strategic compliance factors;
- Manages the development and maintenance of the HR sections of both the internet, particularly recruiting, culture, and AlphaCare information; and Intranet sites;
- Executes all HR training programs and provides necessary education and materials including workshops, manuals, employee handbooks, and standardized reports;
- Formulates and recommends HR policies and objectives for the organization with regard to employee relations;
- Partners with the Board to communicate HR policies, procedures, programs and laws;
- Conducts investigations when employee complaints or concerns are brought forth;
- Reviews, guides, and approves recommendations for employment hiring, promotions, and terminations;
- Establishes — in partnership with the Board — AlphaCare’s wage and salary structure, pay policies, and oversees the variable pay systems within the organization including bonuses and raises;
- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.

## EXTERNAL RELATIONS

- Deepen and refine all aspects of communications —from web presence to external relations with the goal of creating a stronger brand;
- Build partnerships with new donors, establishing relationships with the funders, and political and community leaders;
- Enhances visibility of AlphaCare in the community by working closely with other professional, civic, and private organizations;
- Coordinates communication strategy and the creation of outreach materials by staff, including annual report, brochures, social media, website maintenance, flyers, listservs, etc.
- Leads AlphaCare staff in designing and carrying out public relations and administrative functions;
- Educates local community, including churches, pastors, community groups, as well as the professional community about AlphaCare with the goal of obtaining support and involvement;
- Responsible for promoting AlphaCare through speaking engagements; e.g. churches, community network, ministry venues;
- Develop and maintain ongoing relationships with pastors, churches, other ministries, and community organizations that meet client needs.

# THEOLOGICAL REQUIREMENTS

AlphaCare affirms the inerrancy and full trustworthiness of the Holy Scriptures and stands in continuity with the Ecumenical Councils of the historic Christian Church. AlphaCare upholds a theological framework as set forth in this doctrinal statement:

- There is one God in three persons, the Father, the Son, and the Holy Spirit.
- God is sovereign in creation, revelation, redemption, and final judgement.
- The Bible, as originally given, is the inspired and infallible Word of God. It is the supreme authority in all matters of belief and behavior.
- Since the fall, the whole of humankind is sinful and guilty, so that everyone is subject to God's wrath and condemnation.
- The Lord Jesus Christ, God's incarnate Son, is fully God; he was born of a virgin; his humanity is real and sinless; he died on the cross, was raised bodily from death and is now reigning over heaven and earth.
- Sinful human beings are redeemed from the guilt, penalty and power of sin only through the sacrificial death once and for all time of their representative and substitute, Jesus Christ, the only mediator between them and God.
- Those who believe in Christ are pardoned all their sins and accepted in God's sight only because of the righteousness of Christ credited to them; this justification is God's act of undeserved mercy, received solely by trust in him and not by their own efforts.
- The Holy Spirit alone makes the work of Christ effective to individual sinners, enabling them to turn to God from their sin and to trust in Jesus Christ.
- The Holy Spirit lives in all those he has regenerated. He makes them increasingly Christlike in character and behavior and gives them power for their witness in the world.
- The one holy universal church is the Body of Christ, to which all true believers belong.
- The Lord Jesus Christ will return in person, to judge everyone, to execute God's just condemnation on those who have not repented and to receive the redeemed to eternal glory.

## APPLICATION PROCESS

Please email a current resume and cover letter to [edsearch@alphacarephilly.org](mailto:edsearch@alphacarephilly.org).