



Executive Director

One by One exists to be a lifeline for moms facing unplanned pregnancies and the overwhelming early years of motherhood, offering love, hope, practical support, and the life-changing message of the Gospel from pregnancy through a child's earliest development. The Executive Director plays a pivotal role in advancing this mission by leading a growing, Christ-centered ministry that equips churches and trained volunteer mentors to walk alongside moms with compassion, structure, and purpose. This role is ideal for a visionary, relational leader who combines strong organizational and financial acumen with a deep passion for serving families and sharing the love of Jesus. The successful candidate will thrive in partnership with a committed Board, inspire staff and volunteers, and steward resources wisely to expand One by One's impact. For a leader called to make a lasting difference in the lives of moms, babies, and communities, this position offers meaningful work with eternal significance.

Key Responsibilities

Strategic Vision and Leadership

- Collaborate with and support the activities as determined by the Board of Directors by allocating staff, facility space, and other resources as needed while ensuring the budget, staff, and priorities are aligned with the core mission of the ministry
- Provide inspirational leadership and direction as well as ensure the continued development and management of a professional and efficient organization
- Establish effective decision-making processes that will enable One By One Ministries to achieve its long and short-term goals and objectives
- Cultivate a strong and transparent working relationship with the Board of Directors to ensure open communication about the measurement of financial, programmatic, and impact performance against established milestones and goals
- Strengthen collaboration and internal communication between staff members throughout the organization
- Maintain a positive work environment that promotes consistency in the operational methods as well as supports the organization strategy and data collection requirements

Development

- Ensure the flow of funds permits One By One Ministries to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs as well as future potential needs; increase fundraising opportunities with ongoing growth and documented results
- Oversee the development and implementation, comprehensive marketing, branding, and development strategies that will ensure consistency through the organization
- Enhance revenue from major donors, foundations, government agencies, and corporations

Strengthening Infrastructure and Operations

- Ensure the delivery of high-quality services while managing for current and future growth
- Manage the financial status of the organization including collaboratively developed long and short-range financial plans, monitoring the budget, and ensuring sound financial controls are in place
- Set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the ministry, programs, and staff
- Report financial records and measurable program outcomes as required by the Board of Directors, ensuring 100% transparency
- Expand the ministry through increased partnerships in order to increase mentor and mom matches; demonstrate growth by reaching new churches and communities with measurable outcomes

Program Development

- Provide the delivery of programs through new and existing offices and partnerships
- Increase efficiencies and consistency by developing and implementing programs and services within the guidelines provided by the Board of Directors

Operations

- Direct all operations of the business and ministry which may include
 - Human Resources
 - Hiring and on-boarding new employees, coordinating employee benefits, submitting employee payroll, managing employee time-off requests
 - Finances
 - CD, bank accounts, donor drafts, QuickBooks, financial reporting oversight of office administrator, annual 990 reports and audit preparations
 - Renewals
 - Ministry accreditations and charitable solicitations
 - Ministry Database
 - Coaction Net system administration, reporting, and evaluation

Qualifications

- Bachelor degree or higher
- Minimum 10 years overall professional work experience
- Fundraising, marketing, branding, and fiscal management experience preferred
- Leadership skills that demonstrate the ability to set clear and measurable priorities; the ability to delegate tasks
- Keen analytical, problem solving and sound decision-making skills
- Ability to collaborate with and manage budget/finances
- Excellent communication skills; ability to work effectively with a variety of internal and external stakeholders
- Must demonstrate flexibility
- Effective negotiation skills

One By One Ministries is an Equal Opportunity Provider

More information about One By One Ministries can be found at onebyoneusa.org

SALARY RANGE: \$75,000-\$80,000

**INTERESTED CANDIDATES SHOULD SUBMIT A RESUME AND COVER LETTER
TO candidates@onebyoneusa.org**