

Job Title: Executive Director

Location: Brighton, Colorado

Organization: Hope First Family Resource Center (HFFRC)

Position Type: Full-Time, Salaried (\$70,000-\$89,000)

About Us:

Hope First Family Resource Center is a Christ-centered ministry committed to upholding the sanctity of life and providing compassionate support to individuals and families. We are a brand-new center having finished renovating a beautiful building and beginning to serve clients. Our mission is to empower individuals in their development of healthy and stable relationships by creating a support system through resources, education, life skills and mentorship. We also seek to change the negative narrative surrounding an unplanned pregnancy. We serve with integrity, love and Biblical truth striving to help individuals transform their lives and their communities.

Position Overview:

HFFRC is seeking a passionate, spiritually grounded man as Executive Director to lead our ministry in alignment with our mission and values. Because we serve both men and women clients this position will work alongside our female Client Services Director as well as male and female volunteers. This individual will be responsible for overseeing daily operations, supervising staff and volunteers, implementing board policies, managing fundraising and public relations, and providing spiritual leadership within the organization.

Key Responsibilities:

Administrative Leadership

- Lead and implement the mission, policies, and strategic goals established by the Board of Directors.
- Manage the daily operations, programs, and staff of the organization.
- Ensure compliance with applicable laws and organizational policies.
- Provide spiritual leadership and cultivate a Christ-centered work culture.

Staff & Volunteer Oversight

- Hire, train, evaluate, and, if needed, terminate staff and volunteers.
- Provide mentorship, encouragement, and discipleship.

Development & Fundraising

- Develop and oversee the annual budget and financial plans.
- Collaborate with the Board on fundraising strategies, campaigns, and donor engagement.
- Plan and execute fundraising events and donor communications.

Community & Public Relations

- Represent HFFRC to the media, churches, and local organizations.
- Foster relationships with churches, pastors, community leaders, and other service organizations.
- Promote the ministry and the sanctity of life through education and outreach.

Training & Program Oversight

- Ensure quality services that meet the physical, emotional, and spiritual needs of clients.
- Implement continuous training and development opportunities for staff and volunteers.
- Lead ongoing evaluation of programs for effectiveness and improvement.

Qualifications:

- Active, personal relationship with Jesus Christ and agreement with HFFRC's Statement of Faith and Principles.

- Bachelor's degree in business administration or human services, or similar field (or equivalent experience).
- Minimum of 2 years in administration, staff supervision, fundraising, and ministry experience.
- Strong leadership, communication, and interpersonal skills.
- Commitment to the sanctity of life and Biblical principles of purity and conduct.
- Must reside in Colorado and be willing to relocate to the Denver Metro Area (no relocation funds provided).

How to apply:

https://docs.google.com/forms/d/e/1FAIpQLSc0Jx4jj0ujRqX6Dn_c-SvylqwBhQUHJ51XFDaczfP9la-lug/viewform?usp=header