POLICY: **JOB DESCRIPTION**

 **Region Executive**

 **(Full Time)**

**Function:** Regional Executive is responsible for providing leadership and administrative oversight for the facilitation and continuous improvement of daily operations of a CompassCare Pregnancy Services Regional Satellite Office. The incumbent serves as a member of the Executive team and reports directly to the Vice-President of Regional Operations. In such capacity, the Region Executive is accountable for the execution of all policies and procedures necessary for the effective operation of the organization in Executive’s respective region in accordance with CompassCare’s mission, core values, and operational approach.

**Major Responsibilities:**

1. Work with the Vice-President to recommend short and long range goals in an effort to develop and pursue a strategic plan and innovations for realizing the reversal and reduction of abortion in their respective regional market according to the mission and approach of the organization throughout the abortion hub areas of New York (i.e. Buffalo, Rochester, Syracuse, etc).
2. Work with the Support Services Manager to develop sustainable internal organization structures for regional accountability and feedback utilizing CompassCare’s departmental methods and reports.
3. Work with the Patient Services Manager using CompassCare Optimize (OT) for patient service quality control and continuous improvement.
4. The OT and organization Key Result Area (KRA) strategies should be leveraged to help staff and volunteers meet the goals and objectives of the organization including the development and implementation of a plan for the delegation of tasks by job function in teams to staff and volunteers.
5. Work with the Vice-President and local Executive Team (Managers of Support Services, Advancement and Patient Services) to carry out the qualification, selection, supervision, and evaluation of all site staff, and volunteers, assuring that each is properly trained and equipped to provide predictable and excellent services in the CompassCare model of operation (see CompassCare Optimization Tool and KRAs) assuring that each local department leader and their respective teams are adequately trained and coached by their respective Master Coach (e.g. CompassCare VP division leaders for Support Services, Advancement and Patient Services).
6. Work with the Vice-President to establish proper Business Management and oversight of site managers for the respective regional market (such as proper liability coverage, medical directorship/oversight, database management, audits, taxes, expense approvals, payables, receivables, donor communications, event management, etc).
7. Work with local site managers to lead the budgeting process, approve expenditures, and assure the maintenance of accurate financial and statistical records.
8. Work the VP of Advancement alongside local site Advancement manager to cultivate productive relationships with actual and potential donors, connecting their support and involvement for the development and sustenance of the regional CompassCare satellite location.
9. Work with the VP of Advancement to oversee and facilitate the site Advancement manager for the regional incorporation of all CompassCare fundraising programs including the “Raising More Money” Project (complete with local tours of the regional CompassCare office), CompassCare direct mail, pastoral/church relationship development, event-related activities such as banquets and Walk-for-Life, major gift appeals, grant proposals, etc.
10. Work with VP of Patient Services to oversee the site Patient Services Manager with respect to the implementation and establishment of regional medical director relationships, maintain quality control for the provision of the medical services (e.g., STD testing, ultrasound exams, nurse assessment, records keeping/reporting, etc.).
11. Work with VP of Patient Services and Marketing team and local site Patient Service Manager to manage Patient acquisition through the growth of regional marketing and visibility (Internet, T.V. Radio, medical referrals, etc).
12. Work with CompassCare Executive Team to develop leadership training program.

**Principle Qualifications:**

1. Exhibit a mature Christian lifestyle, upholding the organization’s statements of faith and principle in all matters of faith and conduct.
2. Highly motivated and organized.
3. Proven verbal and written communication skills able to clearly and compellingly articulate CompassCare’s mission.
4. Possess strong human relations skills with the ability to inspire, motivate, and oversee the work of the staff and volunteers.
5. Hold a Master’s degree in a related field, and possess work experience relative to the responsibilities of this position.

**Characteristics and Abilities:**

1. Ability to delegate (not abdicate) responsibility and duties.
2. Capacity for imparting vision to staff, volunteers, and donors.
3. Effective verbal and written skills.
4. Effective problem solving skills.
5. Ability to relate well to all types of personalities.
6. Strong work ethic.
7. Able to learn hard things quickly.
8. A sense of calling and responsibility to the Lord for erasing the need for abortion in their region.
9. Humbly confident
10. Loyal to the CompassCare and the mission.

**Direct Report Structure**:

1. Direct Supervisor: VP of Operations
2. Coach: President/CEO
3. Position responsibilities subject to change with the needs of the organization.