



***LANE PREGNANCY SUPPORT CENTER***  
**JOB DESCRIPTION**  
**BUSINESS SERVICES/IT DIRECTOR**

**Objectives:** The Business Services/IT Director will oversee all business functions of Lane Pregnancy Support Center. She/he will produce all financial statements, create the budget, and develop and document procedures for processing all revenue and expenditures, ensuring appropriate separation of duties. She/he will manage the computer and office equipment systems, maintain and update systems as necessary, and introduce and provide training for the use of new technology.

**Reports to:** Executive Director

**Supervises:** Bookkeeper and clerical volunteers

**Qualifications:**

- Is a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibits strong commitment and dedication to the pro-life position and sexual purity
- Agrees with and is willing to uphold the Statement of Faith, Statement of Principle, and policies of the center
- Has a bachelor degree, preferably in a related field, or related experience equivalent
- 3-5 years of proven experience managing the financial affairs of a sophisticated organization with a reputation for quality and excellence
- 2 years of experience administering computer networks and software
- 2 years of experience and a demonstrated ability to manage people and budgets
- Ability to work in a hands-on environment with limited resources
- Ability to effectively gain the respect and support of various constituencies, including board and staff members, donors, foundation and civic leaders
- A demonstrated ability to accurately and efficiently use Quickbooks to prepare financial statements
- Superior organizational, interpersonal communication, and writing skills
- Excellent editing skills
- Ability to carry out responsibilities with little or no supervision
- A straight-forward, self-motivated, and diplomatic approach - sharing information readily, listening as well as giving advice, and respecting the abilities of others
- A strategic perspective, with adeptness at planning, prioritizing, multi-tasking, organizing, and following through while remaining highly energetic and focused on implementing strategic plans and goals for the center
- Passion, enthusiasm, and vision for Lane Pregnancy Support Center's goals - ability to be persuasive, persistent, and determined in the pursuit of the organization's fundraising goals
- An entrepreneurial, resourceful, and flexible attitude
- Proficiency in MS Word, Excel, Publisher, Quickbooks and Fundraising software

## Responsibilities:

- Create an annual budget to ensure the LPSC strategic goals are met
- Design, implement and manage all accounting activities including A/R, A/P, payroll, purchasing and grant tracking
- Manage all computer activities
  - Network administration
  - Data storage structure and organization
  - Website management
  - Software updates and training
  - Data backup and restoration
- Work with Development Director to establish annual revenue goals.
- Work with the Business Services Director to produce branding materials and a marketing plan
- Contribute to the production, coordination, and implementation of marketing, communications, and solicitation materials
- Produce all monthly and yearend financial statements
- Oversee preparation of LPSC's 990 tax return and all other required annual reports
- Produce all business correspondence
- Develop and implement staff and volunteer clerical training programs to constantly improve consistency, efficiency and accuracy of work

## Deliverables:

- Financial Management
  - A. Prepare annual budget
  - B. Develop and implement a purchasing system
  - C. Create pledge tracking system
  - D. Develop and implement a receivables tracking system
  - E. Project cash flow needs
  - F. Create, verify and mail annual year end giving statements
- Financial Reporting
  - A. Prepare annual budget
  - B. Compile and report accurate records for all revenues and expenses
  - C. Prepare monthly financial statements
  - D. Compile and report accurate records for all capital expenses
  - E. Document procedures for all financial and business functions
- IT
  - A. Regularly backup data and restore as necessary
  - B. Administer and document network users, passwords, access, email and data storage structure
  - C. Periodically update software
  - D. Regularly update website
  - E. Develop and document computer hardware and software standards
  - F. Provide computer hardware and software training to staff and volunteers
  - G. Research, recommend protocols and train users on social media
  - H. Research, recommend and train users on new technology (texting, etc.)
  - I. Administer voice over internet telephone system
  - J. Produce long and short-term objectives to accomplish the ministry goals of the center
- Business Management
  - A. Create all business correspondence, edit other correspondence (thank yous, newsletters, etc.)
  - B. Oversee preparation of all tax and other annual returns
  - C. Maintain inventory records and reorder materials and supplies as necessary
  - D. Maintain all employee and volunteer personnel files
  - E. Represent the ministry and services of the pregnancy center to the community