



Juan Diego Society, Inc.

Help for Pregnant Women and their Babies



EXECUTIVE DIRECTOR (FT, exempt, reports to the Board)

The Juan Diego Society, Inc. is looking for an Executive Director to oversee the finances of the St. Juan Diego Women's Crisis Pregnancy Center dba Birth & Beyond Women's Care, located in Santa Clara County, California. The Executive Director will be responsible for JDS staff, programs, expansion, and execution. We seek a dynamic, committed, and visionary leader who will champion efforts to impact outcomes for women facing crisis pregnancies and struggles in raising her family in the San Jose area through a respected grantmaking and development strategy. The successful candidate will have a collaborative leadership style, an equity-focused approach, and bring deep knowledge of the local community, specifically the unhoused/crisis pregnancy and assistance center landscapes.

RESPONSIBILITIES:

Operational and Administrative Leadership

- Act as liaison between Board and Staff Members
- Partner with the Board to create annual and quarterly strategic plans and drive operational plan to execute with a focus on delivering measurable results
- Ensure ongoing program excellence and evaluation via key updates to project plans, in-flight results, and post-mortem reporting
- Launch and oversee new programs, subject to Board approval
- Recruit, hire and retain volunteers and staff members
- Manage day-to-day activities at the center
- Provide periodic status reports to Board: Donors, Clients, Volunteers, Updates, and Issues

Program Development

- Continue to refine our Support Groups (primarily the existing Spanish Moms Group) and offerings; community outreach to grow the clientele and base; speaker development and training; and developing well-rounded programs
- Be the point person / point of contact for client needs, routing requests to Volunteers, Staff, Board, and adjunct agencies when possible
- Report client metrics to Board, and to network partners (Heartbeat, CAM, etc.) as needed.
- Manages hotline and office forwarding/ partnering with Options Counseling services, logs all referrals, and oversees client communications

Fundraising and External Communications

- Lead all aspects of development: donor acquisition, activity and retention programs and events
- Leads the development of grantmaking initiatives including strategy, policies, and procedures
- Deepen and refine all aspects of communications – from web presence to external relations. with the goal of creating a stronger brand
- Oversee public relations, donor newsletter, social media presence, and other ongoing community communications
- Be a public spokesperson and public presence that publishes and communicates program results with an emphasis on successes



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QUALIFICATIONS:

The ideal candidate will have demonstrable senior leadership experience, ideally in a philanthropic, social sector, or faith-based setting. Candidates with deep knowledge of the nonprofit landscape in San Jose and surrounding communities are encouraged to apply.

- Passion for pro-life ministry and Catholic core values
- At least a 4-year college degree (or equivalent experience)
- Strong written and verbal communication skills; a persuasive and passionate communicator with multidisciplinary project skills
- Demonstrated community leader and spokesperson
- Knowledge of related trends and issues in Santa Clara County
- Technical knowledge of philanthropy, including the mechanics of grantmaking and current best practices
- Exceptional interpersonal skills with a humble and compassionate approach to relationship-building internally and externally
- A collaborative and inclusive leadership style, with the ability to inspire others
- Strong empathy and EQ; creative, intuitive and curiosity to explore and develop new processes and program offerings
- Senior management experience at non-profits is a plus
- Fluency in Spanish highly desirable

CONTACT:

Please send inquiries and resumes to the *Search Committee* at rafael.betancourt@jdwcenter.org

MISSION:

Juan Diego Society, Inc. is a 501(c)3 non-profit that provides education & the support needed to deal with the stress of an unplanned pregnancy & information on the alternatives to abortion. We also provide outreach education at community gatherings. Our services are always free and strictly confidential. Our services are available to every human being regardless of age, race, creed, marital status, political affiliation, residence, or economic status.

WHO WE ARE:

Since 1986, we have helped over 12,000 families and children in our community, and we celebrated over 1,200 births to our young mothers. We have a deep commitment to serving our communities in the San Jose, CA area and families/women & children in need. We create programs and pathways for young women to find support, strength, financial and spiritual assistance. We believe in developing the whole woman, to support her educational and career goals, and to contribute to our local community and economy. We rebranded in 2018 to become the Birth & Beyond Women's Center, and we have "pivoted" our programs and services over the past 4 decades. Program offerings include:

- Crisis counseling and pregnancy testing/ referral to physicians & obstetricians
- 24/7 hotline for pregnancy support (coordinated with other Centers and hotlines as well)
- Assistance and delivery of material support (food, clothing, gift cards, diapers, cribs, strollers, etc)
- Housing (referrals to network for temporary/ permanent/ DV situational housing)
- Educational support (GED assistance, enrollment in college courses, secondary institutions)
- Spanish Moms Group with guest speakers, 1:1 counseling and direct assistance
- Enrollment and follow-up counseling with Resilient Families, Catholic Charities, and other agencies