



Elevate Life is a life-affirming non-profit organization that provides our affiliated network of pregnancy resource centers and clinics the support and services they need to thrive and help build up a culture of life in their communities.

**Position: Director of Affiliate Support**

The Director of Affiliate Support (DAS) provides support, networking and best practice resources to our network of affiliates. This is a person who thrives on encouraging and supporting others. This is a person committed to Elevate Life's mission, adheres to Elevate Life's policies and procedures, and maintains high standards of professionalism and integrity.

**Initial Qualification:** Prior experience working in a Pregnancy Resource Center or Clinic

- .525 Non-Exempt or 21 hours per week
  - Tuesday - Thursday 9am to 4pm
- Sick time and paid holidays as per the Elevate Life employee manual.
- Salary and benefits as per hiring agreement

**Direct Supervisor: Elevate Life's President**

**Responsibilities:**

- Nurture and maintain strong relationships with each Executive Director and Board Chair in the affiliate network.
- Provide support to our affiliated network of centers and clinics in the form of cutting edge, best practice resources to equip them to be leaders in the PRC/PMC movement.
- Facilitate bi-monthly regional leadership breakfast/ lunch meetings.
- Plan and execute the affiliate retreat, the affiliate Christmas lunch, and Christmas gifts to our affiliates.
- Send regular cards of personal encouragement to directors.
- Provide initial screening and applications to potential new affiliates, recommend new affiliates to the President.
- Provide on-site orientation for all new affiliate directors.
- Is responsible for keeping current profile information on each affiliate.
- Is responsible for coordinating an annual all affiliate board day, Workshop Wednesday webinars, Thursdays with Ginny webinar, and Legislative Update webinar meetings.
- Provides annual site visits in conjunction with the Director of Business Development to all affiliates.
- Other duties as assigned by the President.

**Qualifications:**

- Must agree with the philosophy, policies, and mission of Elevate Life.
- Excellent relationship management and communications skills.
- Attention to detail.
- Prior work with pregnancy medical clinics and Life Coaching Certification preferred.



**Essential Qualifications:**

**Agreement with Elevate Life's Values and Approach:**

We believe in:

- the inherent dignity, sanctity, and right to life of each person, from conception to natural death
- the right of women and men considering abortion to receive comprehensive, truthful information in a respectful and compassionate way
- the importance of fertility awareness and education, and the effectiveness and dignity of natural forms of family planning
- the importance of every affiliate to address consistently the needs of the whole person – physical, emotional, spiritual, social, and economic – when providing services
- our affiliates, their commitment to excellence, and their power to change and save lives for the good of their communities.

**Professional:** Ability to proactively create and effectively manage program and project plans. Attention to detail and excellent follow-through. Strong work ethic and organizational commitment. Basic computer skills and knowledge, including proficiency in word processing, mail merges, spreadsheet creation and management.

**Personal:** Effective interpersonal and relationship management skills. Positive attitude and strong communication skills and style. Ability to effectively coordinate, manage, and work productively with volunteers. Ability to occasionally lift up to 20 pounds.

**Relational:** Ability to work as a team member and to accept responsibility. Ability to act independently and to seek consultation when needed.

**Training:**

- Complete ELITE Training
- Orientation to Elevate Life and on-the job training.

**Location:** 2626 East 82<sup>nd</sup> Street, Suite 220, Bloomington, MN 55425   **Phone:** 651-291-9473

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**To Apply,** please email a letter of application, resume, and three references to [Vaunae@elevatelifeusa.org](mailto:Vaunae@elevatelifeusa.org)