

Director of Operations- Santa Fe, NM
SCORECARD

To make Our Lady of Guadalupe (OLG) Pregnancy Center the epicenter of the pro-life culture and the number one place a woman at-risk for abortion goes in Santa Fe and northern New Mexico. The Operations Director will be a key asset to the organization and have a strategic, high-impact role to achieve our vision and mission working directly under the President/CEO and alongside the Vice-President. Operations Director will ensure the three pillars of our mission are well-established while bringing new fresh, new ideas to create a dynamic pro-life center through community and organizational collaboration.

- *Find a new location for Our Lady of Guadalupe Pregnancy Center to operate in Santa Fe, NM. Manage and help make hiring decisions for Santa Fe and recruit and oversee volunteers.*
- *In first year, completely align OLG with Project Defending Life's (PDL) mission areas by establishing a 40 Days for Life Campaign, Sidewalk Internship, and pregnancy medical clinic through intentional recruiting of volunteers, employees, and supporters.*
 - *By year two, establish robust 40 Days for Life campaigns, fully staffed sidewalk internship, and pregnancy medical clinic*
 - *Every year after this remains the same*
- *Intentional support raising to fully fund SF operations at a professional level every year.*
 - *by focusing on marketing and other effective methods of support raising.*
 - *Be able to plan and organize fundraising events*
- *Leadership for Intentional collaboration with churches, schools, and other organizations to promote and achieve PDL's vision and mission*
- *Close Planned Parenthood in SF down by 2024.*
- *By year 5, be the number one clinic for all women in Northern NM at-risk for abortion.*
 - *Actively participate in regional collaboration with pregnancy resource centers to ensure less interstate travel*

Competencies:

- Prayerful
- Analytical
- Will fundraise
- Handles conflict well
- Organization and planning. Plans, organizes, schedules, and budgets in an efficient, productive manner. Focuses on key priorities
- Assertiveness. Moves quickly and takes a forceful stand without being overly abrasive.
- Strategic thinking/visioning
- Ability to develop people. Coaches people in their current roles to improve performance, and prepares them for future roles.
- Flexibility/adaptability. Adjusts quickly to changing priorities and conditions. Copes effectively with complexity and change.
- Calm under pressure.
- Knowledgeable in all Office Products, google drive and its applications

- Abides by [Christian Code of Conduct](#)

Organization's Values

- Considerate
- Fairness
- Compassionate
- Casual professional
- Communicative
- Work/fun balance
- Independance, self-direction
- Prayer-centered
- Respect: no gossiping, addressing conflict in healthy ways
- Woman-centered