

Director of Operations- Santa Fe, NM

Full-time

Salary starting at \$38,000

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 Director of Operations 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. The Director of Operations will ensure the three pillars of our mission are well-established while bringing fresh, new ideas to create a dynamic pro-life center through community and organizational collaboration.

- *Set up our 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
- Mission-oriented
- 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

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

Benefits:

Paid-time off

Flexible schedule

Paid Parental leave

Two weeks paid vacation

Subsidized supplemental insurance

If interested, please email Dominique Davis at dominique@defendinglife.org.