

## **Executive Director**

The Cincinnati Right to Life Executive Director oversees the management and strategic direction of the entire organization. The Executive Director leads all areas of focus for Cincinnati Right to Life, which includes political support, public policy, grassroots activism, education, and communication. This position reports directly to the President of the Board of Directors. In addition to general management and strategic guidance, the Executive Director is also the external face of the organization, representing Cincinnati Right to Life in multiple capacities related to media, events, political efforts, etc. This position must be held by a pro-life individual who is wholly committed to the mission of ending abortion and preventing euthanasia in Greater Cincinnati and beyond.

### **Credentials Required**

- Bachelor's degree or higher
- At least three years of successful management experience
- Demonstrated leadership ability
- Have alternatives to the above qualifications the Board of Directors may find acceptable.

### **Skills Required**

- Experience in working with a board of directors
- Demonstrated organizational capabilities
- Ability to create and execute strategic plans
- Proficiency in financial management, including budgeting and decision making
- Demonstrated ability to retain and manage a team of staff members
- Demonstrated ability to take initiative and work independently
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community through written communications and public speaking
- Ability to develop and cultivate relationships with others
- Be capable of effectively leading others and articulating clear direction and expectations

### **Personal Qualifications**

1. Be in complete agreement with Cincinnati Right to Life's belief that all life is precious and begins at the moment of fertilization
2. Be committed to proactively defending life from fertilization to natural death

**Position Details:** Full-time, salaried position; reports to Board President

## **Job Description**

### **Organizational**

- Know and articulate Cincinnati Right to Life's history and mission to both internal and external constituents
- Be a subject matter expert on life issues: abortion, infanticide, euthanasia, assisted suicide
- Oversee all internal procedures for multiple entities under the umbrella of Cincinnati Right to Life
- Oversee and manage all office staff, including hiring and firing as needed, running payroll, performing annual reviews, etc.
- Govern finances of all entities under the umbrella of Cincinnati Right to Life, sharing reports at bimonthly board meetings and submitting all necessary information for annual tax filings
- Manage all organizational filings, as needed
- Address facility and operational needs as appropriate

### **Board Support**

- Plan, prepare reports, and present at bimonthly board meetings, in conjunction with Board President
- Provide support for board member/committee chair needs, recommendations, and projects
- Keep board members informed of relevant news and events

### **Educational**

- Plan and conduct educational outreach and activities, engaging staff where needed
- Ensure that Cincinnati Right to Life acts as the city's pro-life network, providing support and making connections for all pro-life organizations in the community
- Participate in cooperative efforts/coalitions with other organizations, such as 40 Days for Life, Right to Life Action Coalition of Ohio, Cross the Bridge for Life Steering Committee, Sacred Heart Radio, etc.
- Research or coordinate research as necessary resources for specific educational projects
- Participate in and support pro-life events as appropriate with sponsorships, program ads, and/or attendance
- Seek to bring together organizational representatives to accomplish greater goals in coalition
- Meet and work with student organizations
- Stay apprised of pertinent news across the nation and state through pro-life/pro-family news services and news from key organizations
- Speak on various topics as invited

- Write all copy for quarterly newsletters and fundraiser letters, as well as other brochures and special projects as needed
- Prepare Educational Foundation annual report

### **Political Support**

- Manage contract lobbyist and collaborate with him on legislative strategy
- Build relationships with pro-life representatives to engage them in the work of Cincinnati Right to Life
- Support specific candidates as appropriate
- Pursue and publicize legislative strategies as set by board, state organizations, or other sister organizations
- Participate in cooperative efforts with other state and local organizations, and legislators, when possible
- Submit public records requests and testify before statehouse committees, as needed
- Organize/participate in public witness events regarding legislation, court decisions, etc.
- Assist and/or coordinate election efforts, such as PAC ballot card distribution at voting sites, etc.
- For PAC, review and discuss candidate surveys during endorsement consideration process (no vote)
- Publicize PAC endorsements and provide support for endorsed candidates

### **Communications**

- Manage activities and all print and electronic communication with volunteers, members, board of directors, donors, politicians, the media, and more
- Oversee production, layout, distribution of all print materials and write and edit copy for same, including quarterly newsletter
- Compose and send email press releases and communications in collaboration with the Development Director
- Research and respond to requests for information, requests for assistance and subject-matter-expert referrals
- Along with staff, seek to be attentive to efforts and life-events of all we work with, e.g., thank you notes, cards, funeral remembrances, volunteers, etc.
- Work with staff and board to continually seek improved appearance of published materials/branding

### **Development**

- Oversee Development Director planning of all fundraising events and activities, including the annual gala and 5K run/walk
- Collaborate with Development Director on major donor initiatives
- Write fundraiser appeals, letters, grants, etc. as needed
- Seek ways to reduce expenditures and increase income

**Media**

- Respond to media questions, information requests, candidate queries, requests for television/radio/newspaper interviews
- Weekly Sacred Heart/EWTN radio interview with Anna Mitchell
- Participate in press conferences as requested/required
- Write and submit print editorials, as appropriate/requested
- Setup advertising campaigns as needed/directed
- Maintain social media sites on Facebook and Instagram

**Perform related duties as assigned by the Board President.**

**If interested, please submit your resume and cover letter to  
Meg DeBlase at [mdeblase@cincinnatirighttolife.org](mailto:mdeblase@cincinnatirighttolife.org)**