

RADIANCE WOMEN'S CENTER

dba Pflugerville Pregnancy Resource Center

EXECUTIVE DIRECTOR

Location: Pflugerville, Texas

Status: Full-time, Salaried

Reports To: Board of Directors

Salary Range: \$55,000 – \$65,000 annually, commensurate with experience

Benefits

- Health Insurance (employee coverage included)
- 15 Days Paid Vacation Annually

About Radiance Women's Center

Radiance Women's Center exists to love, in a Christlike way, all women who are in need of physical, emotional, and spiritual help when facing an unplanned pregnancy. We point women and their families to Jesus Christ while ministering to their earthly needs through compassionate, confidential, and life-affirming services. Located in Pflugerville, Texas, Radiance serves the greater Austin metro area through a dedicated team of staff and volunteers committed to protecting every human life from conception to natural death.

Position Summary

The Executive Director provides visionary leadership, strategic direction, and operational oversight for the pregnancy resource center, ensuring that all programs and services align with the center's mission, values, and life-affirming principles. The Executive Director is responsible for fundraising, staff and volunteer management, donor and community relations, financial stewardship, and compliance with legal and ethical standards. The Executive Director also serves as the primary liaison for the organization's HHSC Thriving Texas Families grant, overseeing compliance, reporting, and grant administration.

This role requires a strong commitment to the sanctity of life and the ability to inspire and equip a team to serve women and families with compassion, excellence, and integrity.

Key Responsibilities

- **Leadership & Organizational Oversight**

- Provide Christ-centered leadership in carrying out the center's mission and vision.
- Oversee day-to-day operations, ensuring excellence in client services and program execution.
- Develop and implement strategic goals in collaboration with the Board of Directors.
- Ensure compliance with all local, state, and federal laws, as well as best practices in nonprofit management.

- **Fundraising & Financial Stewardship**

- Lead fundraising efforts, grant writing, and donor relations to ensure financial sustainability.
- Develop and oversee the annual budget to ensure responsible financial management.
- Maintain transparent financial reporting to the Board and key stakeholders.

- **Community & Donor Relations**

- Serve as the center's primary spokesperson, engaging with churches, businesses, and community organizations.
- Build and maintain relationships with donors, supporters, and volunteers to ensure strong engagement and long-term support.
- Represent the center at pro-life, medical, and nonprofit conferences to strengthen community partnerships.
- Manage or oversee the center's digital presence including website, social media, and donor management platforms.

- **Staff & Volunteer Management**

- Recruit, hire, and manage staff and key volunteers to ensure alignment with the center's mission.
- Provide training, mentorship, and professional development to build a high-performing team.
- Foster a culture of unity, professionalism, and excellence within the organization.

- **Client Services & Program Development**

- Oversee and support the development of client programs, mentoring services, and educational initiatives.
- Ensure confidentiality, ethical standards, and best practices in client care.
- Monitor program effectiveness and implement improvements based on client needs and feedback.

- **HHSC Thriving Texas Families Grant Oversight**

- Provide executive oversight of the organization's HHSC Thriving Texas Families (TTF) grant and ensure organizational compliance with contract requirements.
- Ensure Radiance Women's Center maintains its HHSC Level 3 Community Partner designation
- Work closely with Grant Compliance Officer, providing timely decisions, resources, and organizational leadership necessary for successful grant administration.
- Review and approve grant budgets, reimbursement requests, and required reports prior to submission, as appropriate.
- Maintain a collaborative working relationship with HHSC leadership and participate in grant meetings, monitoring visits, or other activities as needed.
- Ensure the Board is aware of grant requirements, compliance matters, and significant contract changes.
- Foster a culture of accountability, compliance, and continuous improvement throughout the organization.

Qualifications & Skills

- Strong Christian faith and commitment to the pro-life mission.
- Proven leadership experience in nonprofit management, business administration, or a related field.
- Fundraising and donor relations experience, with the ability to secure financial support.
- Excellent communication and interpersonal skills, with the ability to inspire and engage diverse stakeholders.
- Knowledge of financial management, strategic planning, and nonprofit operations.
- Ability to lead with wisdom, discernment, and compassion, ensuring Christ-centered decision-making.
- Experience with government grant compliance and reporting preferred
- Bachelor's degree required; Master's degree or equivalent experience preferred.

Work Environment & Expectations

- Must be able to work flexible hours, including occasional evenings and weekends for events.
- Expected to engage in public speaking, networking, and community outreach.
- Required to sign and uphold the organization's Statement of Faith and Code of Ethics.

How to Apply

Qualified candidates are invited to submit the following to the Radiance Women's Center Board of Directors at AmyBethOD@Gmail.com.

- A cover letter describing your personal faith, commitment to the pro-life mission, and relevant leadership experience.
- A current resume.
- A personal Statement of Faith.
- Three professional references.

Radiance Women's Center is an equal opportunity employer operating in accordance with its faith-based mission and Statement of Faith. All candidates must affirm and uphold the organization's Statement of Principles as a condition of employment.

Radiance Women's Center | 101 N 3rd St, Pflugerville, TX 78660 | www.supportrwc.com