



Director of Finance and Administration Position Announcement | August 28, 2025

The Opportunity

Gateway Women's Care is a faith-based, 501(c)3 nonprofit organization and ministry devoted to advancing the Gospel of Jesus Christ in the context of unplanned pregnancies, and as such, we are seeking qualified applicants for the position of Director of Finance and Administration.

The Director of Finance and Administration oversees the finance, human resources, and general administrative functions of the Ministry. In fulfilling this role, the Director of Finance and Administration will serve as a thought partner to the President, ensuring regulatory and financial compliance, labor law compliance, human resource best practices, and administrative efficiencies. As a member of the senior leadership team, the Director of Finance and Administration will play a vital role in supporting the Ministry's strategic direction and decision-making to ensure long-term financial stability, organizational effectiveness, and sustainability, and alignment with the Ministry's mission.

The Organization

Gateway Women's Care has been serving the Triangle since 1984, providing free, confidential pregnancy and sexual health services. With offices in Raleigh and a clinic in Durham, serving both Durham and Chapel Hill, as well as TeleCare options, we reach, serve, and equip abortion-minded women of all ages, helping them build sustainable, thriving lives for themselves and their families. Each day, we open our doors and shine the light of Jesus and offer support in a world where women are told that abortion is their only choice.

We offer compassionate medical, educational, and support resources and services that empower individual women to choose life for themselves and their unborn children. In addition to our focus on women, we serve men through our holistic approach to support.

We respect that every pregnancy decision belongs to the individual. We strive to be a safe and confidential place where care is delivered with truth, accuracy, compassion, and respect, rescuing a generation from the tragedy of abortion. Our vision is a world where abortion is unwanted and unthinkable.



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The Position

Those who serve in any capacity at Gateway Women's Care are expected to know Christ as their Savior and Lord and express full agreement with Gateway Women's Care's Statement of Faith and Principles, Mission and Vision Statements, Articles of Incorporation, and Bylaws.

Reporting to the President of Gateway Women's Care, the **Director of Finance and Administration** is a senior leadership role responsible for overseeing the organization's financial strategies and day-to-day administrative functions. The Director will ensure an efficient, compliant, and mission-driven operation, while providing strategic financial oversight and organizational leadership.

The ideal candidate is a strategic, critical, and creative thinker who can guide Gateway Women's Care in proactively advancing its mission of serving individuals in need of care and counsel. This leader will bring strong organizational expertise, financial acumen, and deep empathy, ensuring that the President, staff, and clients are supported in a thoughtful and impactful way.

Core Duties and Responsibilities

Financial Oversight and Administration

- Manage the financial functions of the ministry, including daily operations, monthly reconciliations, payroll, cash flow management, and financial reporting/analysis
- Create and maintain excellent financial controls and records, policies, and procedures. Ensure efficient functioning and documentation for all financial systems and coordinate the annual audit with an independent CPA
- Work in alignment with the President to develop and manage annual budgeting, forecasting, and financial planning, and ensure that short/long-term financial objectives are met
- Provide financial oversight and approval in contract negotiations, asset leases/purchases, and other material financial commitments and potential areas of financial exposure
- Review investments and reserves to ensure long-term sustainability that are managed by the Board Finance Committee
- Prepare monthly financials for the Board Finance and Board Executive committees to review and distribute to other board members
- Assist with grant reporting and financial documentation for funding sources



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- Ensure accurate and timely financial reporting with GAAP and regulatory requirements
- Manage a part-time Bookkeeper

Human Resources (HR) Administration

- Lead recruitment process, such as recruitment, job description development, onboarding/off-boarding, benefits administration, and training/development
- Manage employee relations, performance appraisals, and oversee the compensation structure and human resource process. Performs as liaison for employees
- Maintain employee payroll records, including new hires, terminations, pay rate changes, and benefit deductions
- Advise and support the leadership team on organizational structure, ensuring compliance with employee policies and procedures, and labor legislation
- Maintain all human resources records and assets, ensuring that records comply with best practices
- Regularly review the employee handbook and manual to ensure it is updated with the latest policies

Administrative and Operational Leadership

- Oversee strategic oversight of office operations and general administrative functions, driving efficiency across technology, security, and organizational administrative processes
- Serve as an administrative and operational resource for the leadership team and staff, providing advice and insights into best practices
- Provide both financial and human resource expertise during the development of new initiatives
- Manage facilities, vendor contracts, and technology systems to support organizational efficiency
- Work with the leadership team to set a strategic direction for the organization that ensures long-term financial stability
- Streamline administrative processes to improve operational efficiency and effectiveness across the administrative functions of the organization
- Oversee administrative office inventories, ensuring adequate levels of supplies are maintained
- Collaborate cross-functionally to ensure day-to-day operational success

Qualifications

- Bachelor's degree in business administration, finance, or accounting; Master's degree preferred



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- Minimum of 5 years of progressively responsible experience in bookkeeping, financial management, and a strong working knowledge of general accounting principles
- Experience in payroll processing and relevant labor laws and regulations regarding payroll and human resource management
- Technology savvy, and proficient in using standard operating systems, MS Office products, QuickBooks, and other databases
- Detail-oriented with a commitment to accuracy and compliance with utmost attention to policies and professional standards
- Strong communication and relationship-building skills
- Excellent organizational skills with the ability to manage multiple tasks and deadlines
- Leadership role, preferably in a nonprofit/ministry setting

Personal Attributes

- A strong relationship with Christ as Savior and Lord
- A strong understanding and agreement of Gateway Women's Care's statement of Faith and Principles, Mission and Vision Statements, Articles of Incorporation, and Bylaws.
- A self-starter with the ability to work independently and collaboratively.
- Mission-driven, compassionate, and able to balance empathy with financial discipline
- Highly organized with keen attention to detail and follow-through
- Adaptable, innovative, and capable of thriving in a fast-paced nonprofit environment

Compensation

Gateway Women's Care is dedicated to recruiting an outstanding leader for this position by offering a compensation package that includes a competitive salary in the range of \$80,000 - \$90,000, along with a benefits package that includes: \$500 monthly benefit for health care benefits and 401K after 90 days, paid holidays, and paid time off.

To apply, upload your cover letter and resume [here.](#)