

Position Description

Position Title	Bowie Maternity Home Director
Employment Status	Full Time
Compensation	\$40,000 to \$50,000 annual salary
Benefits	Paid Time off, Parental leave, 401(k) Retirement plan; includes 2% Employer Contribution and up to 2% Employer Match,, Health Insurance once implemented- date TBD, travel reimbursement
Reports to	Executive Director
Locations	Bowie Maternity Home with remote work as approved

Position Summary:

Gabriel Network is a pro-life Christian ministry whose vision is to embrace every vulnerable mother and child in Christ's love and the care of His people. Gabriel Network empowers a committed network of Christian churches to accompany pregnant mothers and families in need by providing practical, emotional and spiritual support through pregnancy and beyond. It realizes this mission through three programs: a help line, church-based ministry, and housing ministry. Gabriel Network's Housing Ministry provides transitional maternity housing and programming for pregnant mothers and their children.

Under the direction of the Executive Director, the Home Director is the public face of the home and has primary responsibility for the home's programmatic events, the local outreach and fundraising, the home's volunteer recruitment, and oversight of the home's management. The Home Director coordinates all repairs/maintenance, hires/fires staff in the home, and coordinates respite care. The Home Director is responsible for the overall programmatic and facilities budget.

Primary Responsibilities:

- Participates in new resident entrance interview before entry in the home.
- With Live In Resident Assistant and Angel Friends, provides new resident orientation.
- Plans programmatic content and events in the home.
- Coordinates the schedule of programmatic events.
- Recruits & coordinates community engagement (churches, orgs, volunteers).
- Serves as spokesperson, tour guide, and liaison to the community.

- Coordinates fundraising events and outreach.
- With Mission Advancement, engages in major gifts and key relationships.
- With the Executive Director develops the home's operating budget.
- Tracks and stores in-kind donations to the home.
- Coordinates acknowledgement of gifts.
- Coordinates all repairs/maintenance.
- With the Executive Director, hires/fires House Mom.
- Hire/fires and schedules respite care staff, as needed.
- Coordinates (with House Mom) all volunteers doing service at the home.
- Enforces (with House Mom) home policies and procedures.
- Monitors/assists resident move-in and move-out.
- Coordinates safety and security measures (alarms, video surveillance).
- Submits regular reports to the Executive Director as required.
- Assists the Executive Director in strategic priorities for resident care.
- Strictly maintains confidentiality of resident files and information.
- With Client Services Director and Angel Friends, coordinates resident transition to next location.
- Ensures consumables are stocked. This should be done by the community if possible
- Ensures resident's awareness of home coverage and who to call for assistance or concerns
- Contacts and schedules move in date with resident
- Schedules and runs (with House Mom) house meetings to review policies as needed
- Coordinates staff presence in the home when visitors are present
- Coordinates/plans Christian couple witness. Invite FOB to attend these events so that the men can interact

Education/Experience:

The outstanding candidate would have a committed prayer life and a heart for this pro-life, Christian ministry of helping pregnant mothers thrive and overcome obstacles. She would be a strong, outgoing leader and team member and a role model of Christian virtues and habits.

Fluency in spoken Spanish and English is required, with an understanding of diverse cultural backgrounds encouraged.

Bachelor's degree required, with a master's degree in counseling, social work, maternity or group housing, or similar preferred. Minimum three years of experience in a similar field, highly preferred. 1-2 years of experience working in at-risk environments, preferably with women in crisis-pregnancy situations, highly preferred.

Interested applicants should send a resume and cover letter to the Executive Director at tiffany.farley@gabrielnetwork.org

Questions can be directed to either Laura Best at 800-264-3565 ext. 302 or Tiffany Farley at 800-264-3565 ext. 301