



P.O. Box 2116  
Bowie, MD 20718  
1-800-ANGEL-OK  
gabrielnetwork.org

### **Position Description**

<b>Position Title</b>	Gaithersburg Maternity Home Director
<b>Employment Status</b>	Full Time
<b>Compensation</b>	\$40,000 to \$50,000 annual salary
<b>Benefits</b>	Paid Time off, Parental leave, 401(k) Retirement plan
<b>Reports to</b>	Executive Director
<b>Locations</b>	Gaithersburg Maternity Home

### **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 services to mothers, 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 House Mom and Angel Friends, provides new resident orientation.
- Plans programmatic content and events in the home.
- Coordinates the schedule of programmatic events with Home Mom.
- 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.
- Other than House Mom duties, 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 (in Green Zone only) are present
- Coordinates/plans Christian couple witness. Invite Father Of the Baby (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 leader and team member and a role model of Christian virtues and habits.

Fluency in spoken Spanish 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. Experience in case management and program management of at least 2 years 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](mailto: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