



St. Gianna's Place, Inc.
A Safe Harbor For Mother and Child

St. Gianna's Place
Executive Director Job Description

January, 2026

Position Summary

The Executive Director of St. Gianna's Place will provide faith-filled operational leadership for our home founded in the Catholic tradition and dedicated to supporting pregnant women in need and their children. At St. Gianna's Place, everything is centered on the inherent dignity of each person as a child of God. The Executive Director ensures that all aspects of the organization reflect the teachings of the Catholic Church and also promote an environment which allows our residents to rest, recover, and rebuild.

Working closely with the Board of Directors, staff, volunteers, and community partners, the Executive Director oversees housing, resident support services, organizational operations, and long-term sustainability with our strong Catholic identity at its core. This role bridges governance and management, aligning board priorities, staff leadership, and resident care while fostering a collaborative culture that values volunteers, staff, residents, and supporters. In essence, the Executive Director is the operational manager responsible for implementing the yearly annual plan set forth by the Board of Directors and is responsible for the day-to-day operations of St. Gianna's Place.

Position Roles

Strategic Leadership

- Lead the design and oversight of resident programming, ensuring a clear structure that supports ongoing personal and spiritual formation.
- Develop and execute strategic plans in collaboration with the Board and senior staff
- Maintain alignment between daily operations and long-term organizational goals
- Communicate priorities and progress to staff and Board regularly
- Identify emerging needs and trends while adapting strategies accordingly
- Provide leadership in fostering and sustaining the Catholic identity of the ministry, ensuring it is actively expressed, nurtured, and integrated into all aspects of the life of the home.

Staff Management & Development

- Model a strong Christian presence within the home
- Serve as the ministry's primary Human Resource leader, overseeing HR functions and ensuring compliance with policies and regulations.
- Oversee resident service manager and house manager to ensure programs are being implemented and residents are receiving proper care
- Hire, supervise, evaluate, and support all staff
- Complete weekly and biweekly payroll
- Facilitate onboarding, training, and professional development for staff
- Assist in organizing bi-annual spiritual retreats for Board, staff, and volunteers

- Promote a culture rooted in trauma-informed care that also reflects professionalism, teamwork, and responsible leadership
- Resolve personnel issues with discretion and fairness

Governance & Board Relations

- Serve as a non-voting member of the Board of Directors
- Prepare and present status reports for the Board on a regular basis
- Communicate staff and resident needs to the Board, and Board priorities to staff and residents as needed
- Partner with the Board President to uphold governance–operations boundaries while promoting healthy communication
- Encourage the use of God-given gifts by all involved within the home in service of the mission.
- Work with the Treasurer to maintain accurate financial records, manage the budget, and oversee financial planning and resource allocation.
- Participate on Board Committees
- Work with the Building and Grounds Committee, overseeing home maintenance and safety, compliance with inspections, and ensuring a well-functioning home

External Relations & Community Engagement

- Show confidence in proclaiming a sense of love of God and love of neighbor in any and all interactions with the community
- Represent the ministry to donors, media, and the broader community
- Cultivate relationships that enhance visibility, reputation, and funding
- Oversee donor communications and work with staff and volunteers on fundraising activities, including coordination of all aspects of the annual banquet
- Participate in public events and partnership activities as appropriate
- Maintain systems for documentation and evaluation

Qualifications

- College degree required; advanced education or relevant experience preferred.
- Experience in nonprofit or small business leadership preferred
- Confident in promoting the Catholic faith into all aspects of the day-to-day activities of the home
- Capable of guiding the ministry’s mission and vision while attending to everyday operational realities.
- Strong strategic thinking and organizational skills
- Excellent interpersonal and conflict resolution abilities
- Ability to lead with empathy, humility, and clarity
- Familiarity with trauma-informed practices and organizational wellness

Compensation and Contact Information

Compensation: \$80,000 – \$100,000 annually, commensurate with experience

How to Apply: Please send your resume and cover letter to Liz Neville at lneville@stgiannasplace.org