



Send cover letter and resume to:

Chris Montrowl
Board of Directors, Chair
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Executive Director – Gianna’s Place Gainesville

Mission Statement:

Gianna’s Place exists to honor the sanctity of life by providing a faith-based, supportive home for single mothers 18 and older who choose life and are pursuing college or vocational education. We empower women to achieve their God-given potential through life skills, family values, and community resources, while educating the public on the importance of life and traditional family values.

Position Summary

Gianna’s Place is a faith-based nonprofit dedicated to housing and supporting single women, ages 18 and older, who are experiencing unplanned pregnancies and are enrolled in higher education. The Executive Director (ED) provides visionary, strategic, and operational leadership to advance this mission. The ED oversees all aspects of the organization, including daily operations, staff management, program development, financial oversight, fundraising, public relations, and board engagement to ensure sustainability and growth.

At the heart of Gianna’s Place is a commitment to **empowering women with unplanned pregnancies to achieve their educational goals**, helping them build stable, independent futures. The Executive Director plays a critical role in carrying out this mission by fostering a supportive environment, securing necessary resources, and building strong relationships with donors, partners, and the community.

Primary Responsibilities

1. Organizational Leadership & Operations

- Oversee daily operations, ensuring a supportive, mission-driven environment.
- Supervise and support the Home Manager to meet residential needs.
- Interview potential residents and ensure compliance with program guidelines.

- Develop and implement policies, procedures, and forms for consistent operations.
 - Lead weekly staff and resident meetings.
 - Attend board and committee meetings.
 - Represent Gianna's Place at community networking and partnership meetings.
 - Lead the development and execution of the strategic plan.
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2. Human Resources Management

- Manage all HR functions including hiring, onboarding, and training of staff and volunteers.
 - Conduct background checks and performance evaluations.
 - Foster a positive, professional, and collaborative team culture.
 - Recruit, orient, and engage volunteers effectively.
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3. Financial Management

- Review bookkeeping for accuracy and ensure proper categorization of expenses and revenue.
 - Manage deposits, purchasing, and adherence to approved budgets.
 - Provide at least monthly financial updates to the Board of Directors.
 - Collaborate with Board Treasurer and Finance Committee to ensure sound financial planning, reporting and oversight
 - Coordinate in-kind donations and delivery logistics.
 - Build partnerships to expand resources and support.
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4. Program Development & Oversight

- Design and implement programs that support residents and the broader community.
 - Develop partnerships with local organizations to enhance programming.
 - Launch and oversee new initiatives including community and volunteer programs
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5. Board Relations

- Collaborate with the Board to implement strategic goals.
 - Assist with board recruitment, orientation, and engagement.
 - Schedule meetings and provide timely, accurate information for decision-making.
 - Foster a strong partnership with the Board by encouraging active engagement, shared accountability, and open communication
 - Provide consistent weekly updates to the Board and relevant committees to ensure alignment, transparency, and timely decision-making.
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6. Marketing & Communications

- Develop and execute a comprehensive marketing plan including social media, newsletters, and event promotion.
 - Manage donor communications and acknowledgments, including preparation and distribution of donor thank-you letters and tax receipts
 - Create marketing materials for fundraising and outreach events.
 - Maintain a strong online and community presence to grow awareness.
 - Make effective presentations to various groups.
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7. Fundraising & Development

- Develop and implement an annual fundraising plan and calendar of events.
 - Lead fundraising efforts to achieve a minimum goal of **\$300,000 annually**.
 - Cultivate relationships with donors and stakeholders; confidently solicit contributions.
 - Develop strategies for diverse fundraising streams including churches, corporations, foundations, individuals, and civic organizations.
 - Strengthen major gifts and planned giving programs (e.g., endowments, memorials, estate gifts).
 - Provide monthly fundraising reports and manage donor database.
 - Lead grant development, writing, and reporting.
 - Grow the Monthly Giving Campaign.
 - Plan and oversee fundraising events, including logistics, marketing, and follow-up.
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Qualifications

- Bachelor's degree in nonprofit management, social work, business administration, or related field.
 - Five to seven years of leadership experience in nonprofit or social service settings preferred.
 - Proven success in fundraising, grant writing, and donor engagement.
 - Strong organizational, interpersonal, and communication skills.
 - Experience managing programs, budgets, and teams.
 - Familiarity with the local philanthropic, business, and cultural landscape.
 - Commitment to the mission and values of Gianna's Place.
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Reports To:

Board of Directors

Supervises:

Home Manager, Staff, Volunteers

Location:

Gainesville, Florida

Employment Type:

Full-time, exempt