

Executive Director

Job Description and Qualifications



LifeHouse is seeking a spiritually grounded and mission-driven leader to serve as its Executive Director who possesses key skills and experiences to ensure operational excellence while growing the organization.

LIFEHOUSE AT A GLANCE

Our Mission and Work

LifeHouse is a Christ-Centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for women during their pregnancies and beyond.

In addition to housing, LifeHouse helps each mother in our care learn valuable skills and lessons during her time in the program, preparing her to independently care for her family once her time at LifeHouse is complete. The LifeHouse program provides for care up to two-years, and residents have the option attend a variety of educational classes, spiritual growth classes, and fellowship opportunities during their stay at LifeHouse.

Our History and Future

LifeHouse opened its doors in 1988 when a group of young people in Houston saw a need for a place where young, pregnant mothers could live during their pregnancies. For most of its history, LifeHouse operated under the traditional maternity home model with two homes in the Hobby-Airport area.

As the needs of residents shifted, and after much prayer and planning, LifeHouse took a leap of faith in 2024 by transforming its model of care. The purchase of an 18-unit apartment complex in Spring Branch enabled the transition to an independent living model, where residents and children now live in their own units while still enjoying communal spaces that foster community.

LifeHouse is currently in the midst of a capital campaign to help fund the purchase of and complete renovations on the new campus, requiring focused fundraising alongside ongoing development efforts.

THE POSITION

The Executive Director serves as the chief executive of LifeHouse, responsible for advancing its Christ-centered mission. Reporting to the Board of Directors, the Executive Director provides strategic leadership, oversees daily operations, manages

staff, drives fundraising and donor engagement, and serves as the primary spokesperson for the ministry. The Executive Director partners closely with the Board to ensure that LifeHouse's vision, programs, and financial stewardship are achieved.

Key Responsibilities

Leadership & Vision

- Champion and embody the mission, values, and Christ-centered culture of LifeHouse.
- Provide strategic leadership to ensure that all programs and initiatives remain aligned with LifeHouse's mission and values, while guiding the execution of the board's long-term vision and strategy."
- Foster a collaborative, servant-hearted culture among staff and volunteers.
- Serve as a leader of leaders, mentoring staff and equipping them for excellence.

Fundraising & External Relations

- Lead donor development and fundraising efforts, including the current capital campaign.
- Build and steward strong relationships with churches, foundations, businesses, and individual donors.
- Represent LifeHouse publicly, serving as a visible ambassador to the community.
- Oversee marketing, communications, and community engagement strategies to raise awareness of LifeHouse's mission.

Operations & Finance

- Develop and manage the annual budget; ensure strong financial stewardship and transparency.
- Provide regular financial and operational reports to the Board of Directors.
- Ensure organizational compliance with all applicable policies, regulations, and standards.
- Oversee campus operations, policies, and safety standards, with systems in place for emergency care and resident protection.
- Prioritize capital funds based on fundraising and needs of the organization.

Program Oversight

- Ensure LifeHouse's core pillars (housing, help, hope, spiritual growth) inform daily programming.
- Support staff in providing holistic care that equips residents for long-term independence.
- Oversee staff training and development, ensuring caregivers are equipped to meet resident needs.

- Develop evaluation and tracking systems to measure program outcomes, particularly for grant support.

Board Relations

- Partner closely with the Board of Directors to set goals, monitor progress, and provide transparent reporting.
- Serve as the primary liaison between Board and staff, fostering collaboration and communication.
- Develop a strategic plan along with the board.

QUALIFICATIONS

- Spiritually mature and mission-driven leader with a passion for serving women and children.
- Demonstrated record of effective nonprofit or ministry leadership (5–7+ years preferred).
- Proven experience in fundraising, donor relations, and financial management.
- Strong operations and organizational leadership skills.
- Ability to lead and mentor staff with humility and accountability.
- Strong written and verbal communication skills.
- Bachelor's degree required; advanced degree preferred.
- Proficiency with Microsoft Office and donor management systems (CRM).

Work Environment

- Frequent visits with community partners, donors, and program facilities are required.
- Must actively engage with employees, residents, donors, and volunteers.
- Work schedule may include evenings and weekends as needed to support organizational activities and fundraising efforts.

Application Instructions

Interested and qualified applicants are encouraged to submit a cover letter and resume via email to:

Hiring Committee
lifehousehoustonhr@gmail.com