



JOB DESCRIPTION

Houston Regional Director

Position Title	Houston Regional Director
Reports To	National Headquarters (Embrace Grace, Inc.)
Department	Field Operations / Regional Expansion
Location	Greater Houston, Texas (local, in-person role)
Region Served	Harris, Fort Bend, Montgomery, Brazoria, Galveston, Waller, Liberty and Chambers counties
Employment Type	Full-Time, Exempt
Target Start Date	Upon completion of Year 1 regional funding
Funding Model	Year 1 seeded by regional partners; sustained through regional fundraising
Travel	Frequent local travel throughout the Greater Houston area required

About Embrace Grace

Embrace Grace, Inc. is a 501(c)(3) faith-based nonprofit headquartered in Hurst, Texas. Our mission is to inspire and equip the church to love on single and pregnant young women and their families. We dream of a day when every woman with an unplanned pregnancy has a church to turn to for spiritual, emotional, and physical support.

Through our church-based support groups, Love Boxes, and partnerships with pregnancy resource centers, we help moms and dads facing unexpected pregnancies discover they are not alone. Pro-Life is a stance. Pro-Love is an action.

Embrace Grace is entering Phase 1 of an ambitious 25-Year Vision to plant our programs in 23,400 churches across the country. Greater Houston is one of the largest and most church-dense metros in the nation, with a strong network of pregnancy resource centers, maternity homes, and family ministries already serving women in need. The Houston Regional Director role is a cornerstone of that expansion.

Position Summary

The Houston Regional Director serves as the local face and hands of Embrace Grace across the Greater Houston area. This is a ministry, fundraising, and partnership-building role rolled into one. The Houston Regional Director is responsible for raising the funds that sustain the position and regional activities, recruiting and equipping local churches to launch Embrace Grace programs, supporting and encouraging the group leaders, mentors, and church buddies who serve in those programs, building strategic relationships with pregnancy resource centers (PRCs) and pro-life partners, and connecting moms in crisis to a local church family for ongoing support.

This is a local, in-person role. The Houston Regional Director spends most of the week in the field, meeting with pastors and church staff from Katy to Baytown and The Woodlands to Galveston, visiting pregnancy centers, and showing up for the leaders who run our groups. Regional Directors are not dependent on geographically restricted grants. Each Regional Director cultivates a self-sustaining funding base from churches, donors, and community partners within the region, with national headquarters providing administrative support, training, IT, finance/HR, and brand resources.

Key Responsibilities

Regional Fundraising and Financial Stewardship

- Develop and execute a Houston regional fundraising plan to raise the gross funding target needed to support the position and regional operations.
- Cultivate relationships with individual donors, family foundations, churches, and businesses across the Greater Houston area.
- Build a recurring giving base from partner churches (\$5K to \$10K per church pledges are a key strategy).
- Steward donors well through regular communication, impact reporting, and personal engagement.
- Work with national headquarters on accurate tracking of regional funds, designated gifts, and the 10% administrative retention that supports HQ infrastructure.
- Plan and execute regional fundraising events, donor gatherings, and church engagements (marketing expenses are funded from the regional account).

Church Engagement and Program Launch

- Identify, recruit, and onboard Houston-area churches to launch Embrace Grace, Embrace Life, and Embrace Legacy support groups, from large multi-site congregations to neighborhood churches across Harris, Fort Bend, Montgomery, Brazoria, Galveston, Waller, Liberty, and Chambers counties.
- Build and maintain relationships with pastors, women's ministry leaders, and church staff across the diverse denominations, cultures, and traditions represented in the Houston church community.
- Train and equip church leaders to run groups using the Embrace Grace model and curriculum.
- Help churches recruit and launch mentors and church buddies who walk alongside each mom through her journey.
- Drive measurable progress toward the Houston share of the 23,400-church national goal.
- Strategically prioritize areas within the region that present the strongest opportunity for impact.

Supporting and Encouraging Local Leaders

- Provide ongoing coaching, encouragement, and troubleshooting for existing group leaders, mentors, and church buddies throughout Greater Houston.
- Visit groups in person, celebrate wins with leaders, and help churches work through challenges as groups grow.
- Host periodic leader gatherings and trainings to build community and shared learning among Houston leaders.

- Mentor emerging leaders and create on-ramps for volunteers to grow into greater responsibility.

Pregnancy Resource Center and Community Partnerships

- Build and maintain working relationships with pregnancy resource centers (including Heartbeat International affiliates), maternity homes, and pro-life nonprofits across the Greater Houston area.
- Serve as the connection point between PRCs and Embrace Grace churches so moms facing unplanned pregnancies are referred into church-based community within 30 miles of where they live.
- Learn and maintain a working knowledge of Houston-area resources for single and pregnant moms (housing, medical, childcare, counseling, legal) and help church leaders connect moms to those resources when needs exceed what the church can meet directly.
- Coordinate Love Box distribution within the region, working with HQ on logistics.

Talent Pipeline for Phase 2

- Continuously identify, evaluate, and develop potential Area Director candidates within the Greater Houston area.
- Maintain a pipeline of qualified leaders ready to be deployed when Phase 2 (Years 4 to 6) launches Area Directors in high-opportunity sub-markets.

Representation and Reporting

- Serve as the public face of Embrace Grace in Houston, speaking at churches, conferences, donor events, and partner organizations.
- Submit regular reports to national headquarters on KPIs, including leads per church (target: 50 per quarter), donor retention (target: 60% or higher), churches launched, groups active, and leaders trained.
- Participate in national team meetings, training, and annual gatherings.
- Uphold and represent the Embrace Grace brand, mission, vision, and Statement of Faith in all public and private settings.

Required Qualifications

Spiritual and Mission Alignment

- A personal, growing relationship with Jesus Christ.
- Full agreement with and willingness to sign the Embrace Grace Statement of Faith.
- Genuine passion for the pro-love mission and for serving single and pregnant young women and their families.
- Active participation in a local church.
- A life shaped by the Embrace Grace Core Values: Honor, Pro-Love, Quality, Wonder, and Collaboration.

Experience and Skills

- Minimum 5 years of relevant experience in ministry leadership, nonprofit development, pregnancy resource center work, church staff leadership, or a comparable field.
- Proven fundraising experience: major gift cultivation, donor stewardship, event execution, or church partnership development.
- Demonstrated ability to build and maintain strong relationships across diverse church and ministry traditions.
- Experience recruiting, training, and encouraging volunteers or ministry leaders.
- Strong public speaking and presentation skills; comfortable in pulpits, boardrooms, and small groups alike.
- Self-starter with the discipline to manage a field-based schedule and the entrepreneurial drive to grow a region from the ground up.

- Strong written and verbal communication skills.
- Proficiency with standard business tools (email, video conferencing, CRM/donor database, Microsoft Office or Google Workspace).

Other Requirements

- Bachelor's degree preferred; equivalent ministry and leadership experience considered.
- Resident of or willing to relocate to the Greater Houston area.
- Valid driver's license and ability to travel frequently throughout the region; some national travel required.
- Ability to pass a background check.

Preferred Qualifications

- Prior experience as an Embrace Grace group leader, mentor, church buddy, volunteer, or alumna.
- Established pastor, church, donor, or pregnancy center network within the Greater Houston area.
- Familiarity with the Houston church landscape, including its range of denominations, church sizes, and communities.
- Experience with grant writing and reporting.
- Bilingual (English/Spanish) is a strong plus given the diversity of the Houston area.

Success Metrics (First 12 to 24 Months)

- Achieve a gross regional fundraising target sufficient to fully fund the position and regional support costs by the end of Year 2.
- Recruit and launch a defined number of new Embrace Grace church groups across Greater Houston (specific target set by HQ based on metro size).
- Equip and support a growing network of trained group leaders, mentors, and church buddies throughout the region.
- Establish active referral partnerships with priority pregnancy resource centers across the Houston area.
- Maintain healthy, engaged relationships with existing groups so that leaders feel supported and groups stay active year over year.
- Maintain a donor retention rate of 60% or higher.
- Build a documented pipeline of at least 2 to 3 viable Area Director candidates by the end of Phase 1.

Compensation and Benefits

- **Salary:** Available upon request to selected candidates
- **Benefits:** Health and dental insurance..
- **Payroll taxes and employer-paid expenses:** Covered by Embrace Grace
- **Support provided by HQ:** IT support, finance and HR services, initial and ongoing training, brand materials, curriculum, and national marketing.
- **Funding structure:** The first year of this position is being seeded by regional partners. Going forward, the position is funded through regional fundraising. Each Regional Director raises a gross target that covers their net compensation, benefits, payroll expense, regional support costs, and an administrative contribution to national headquarters.

How to Apply

Interested candidates should submit a resume, a cover letter describing their connection to the Embrace Grace mission, and one ministry reference to Embrace Grace, Inc. Please indicate that you are applying for the Houston Regional Director position. Once compiled, please email this information to jobs@embracegrace.com

Candidates are also required to complete the following survey and follow all instructions:

<https://go.cultureindex.com/p/2xzk0NKcHXvAe9>

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Help her have her baby and her dreams too.