



Job title: Executive Director

Location: Joseph House, Tallahassee, FL

FLSA Status: Full-time Salary Exempt

Reports to: Members and Board of Directors

Date: March 3, 2026

JOB SUMMARY

The Executive Director serves as the operational leader of Joseph House. This individual is entrusted with safeguarding the mission, nurturing the community, and guiding the organization with vision, integrity, and compassion.

The Executive Director is both a strategic leader — one who can articulate the story and spirit of Joseph House while ensuring that its operations, finances, and programs are strong and sustainable.

While this role is not clinical in nature, the Executive Director must deeply value trauma-informed and person-centered care and ensure these principles are woven throughout the organization's culture and services. This role is perfect for a natural relationship-builder who can form partnerships, build coalitions, and inspire staff and volunteers to embrace the vision of Joseph House. The candidate must have the ability to work collaboratively and compassionately with residents, staff, diocesan leadership, board members, community partners, and those on the margins.

JOB RESPONSIBILITIES

- Provide strategic and operational leadership for Joseph House's residential programs and outreach efforts, ensuring that all aspects of the ministry reflect its mission and values.
- Collaborate with the Board of Directors to discern, develop, and implement a long-term strategic vision for the organization.
- Steward the financial health of Joseph House by creating and implementing a sustainable financial plan, overseeing budgets, and ensuring responsible fiscal management.
- Foster a culture of accompaniment, accountability, healing, and community among staff, volunteers, and program residents.

- Supervise and mentor staff and volunteers through regular meetings, guidance, and formation opportunities; encourage professional growth and address conflict with wisdom and charity.
- Develop clear policies, procedures, and formation of materials to guide the work of the organization and ensure continuity for new staff, volunteers, and residents.
- Work in close collaboration with the Pastoral Care Giver, Clinical Director, and Social Worker to develop guidelines to review resident applications and to respond thoughtfully to crises.
- Ensure compliance with nonprofit standards, diocesan expectations, and best practices while remaining grounded in the ministry's pastoral mission.
- Build and nurture relationships with legal and reentry organizations, treatment providers, faith communities, community advocates, and partner agencies.
- Serve as a bridge between the Board of Directors, members, staff, volunteers, residents, and the wider Joseph House community.
- Work in collaboration with the founder in continuing to develop the mission and values of Joseph House.
- Lead development efforts by assisting with grant writing, donor engagement, and cultivating relationships with supporters who share the mission.
- Represent Joseph House in the broader community through speaking engagements, outreach to faith communities, and community events, serving as a visible witness to the ministry's work.
- Serve as a non-voting advisory position on the Board of Directors, expected to attend all Board meetings.
- Prepare an annual budget for Joseph House and present the budget at the annual Board meeting for approval.

JOB SPECIFICATIONS

EDUCATION: Bachelor's degree required; master's degree preferred in the following fields: healthcare administration, social work, psychology, nonprofit leadership, business administration, or related field.

EXPERIENCE: A seasoned leader with at least five years of experience guiding organizations, ministries, or nonprofit initiatives. Experience in reentry services, residential programs, behavioral health, recovery work, or justice-centered ministry is valued; however, the primary calling of this role is to shepherd the mission, steward the vision, and strengthen the operations of Joseph House.

LICENSES CERTIFICATIONS AND/OR REGISTRATION: Valid driver's license; must pass background screening, credit check and all diocesan requirements for employees.

WORK CONDITIONS: Inside environment, protected from weather, but not necessarily from temperature changes. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS/TRAITS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb, balance, and stoop. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

Benefits include eligibility for participation in the Catholic Diocese of Pensacola Benefits Plan:

- Medical, Dental, and Vision Insurance
- Short-Term and Long-Term Disability
- Basic and Voluntary Life Insurance
- 401(k) Plan

About Joseph House:

Employment at Joseph House is a mission rooted in the social teaching of the Catholic Church. We provide social services to, advocate for, and empower the poor, oppressed, or vulnerable with special attention to the incarcerated and formerly incarcerated individuals. We do this on a non-discriminatory, nonsectarian basis. Employment at Joseph House means you are a part of a thriving community creating a more just and merciful society through outreach to the incarcerated, re-entry services, nonprofit management, and community building.

Please email cover letter and resume to: bonea@ptdiocese.org