



## **Patty's Hope Ministry Director Job Description**

(Part-Time | 25-30 hours per week)

### **Ministry Context and Description of Patty's Hope**

Patty's Hope is a small nonprofit based in Richmond, VA with the mission of help, hope, and healing for biological mothers of children in foster care. Our work is Christ centered, missional, relational, trauma-informed, and individualized as we walk alongside these mothers in partnership with the church. Currently Patty's Hope is serving around 9-15 mothers through support groups and one on one mentoring.

### **Job Description**

The Ministry Director oversees and directs the ministry to the mothers we serve. They ensure that the mentoring and the support groups operate with excellence, consistency, and Christ-centered compassion and focus.

### **Why This Role Matters**

Working at Patty's Hope is an opportunity to be part of deeply meaningful, Kingdom-centered work. Every day our team has the privilege of walking alongside biological mothers who are navigating one of the most difficult seasons of their lives. Through relational support, mentoring, and partnership with the church, we seek to bring hope, stability, and restoration to families impacted by the foster care system.

This role offers the opportunity to combine ministry leadership with hands-on relational work that truly changes lives. The Ministry Director will be part of a small, committed team that values prayer, collaboration, flexibility, and healthy rhythms of ministry. Together we are seeking to respond to the foster care crisis in our community by serving mothers with compassion, dignity, and the love of Christ.

For the right person, this is more than a job—it is an opportunity to invest in work that matters, see lives transformed over time, and help build a ministry that brings lasting hope to vulnerable families.

### **Experience Preferred**

- 5+ years of experience in Christian leadership, ministry/program management, or a related field
- Experience working with vulnerable populations (biological families, foster care, trauma survivors, women in crisis)

- A strong knowledge of the foster care system
- Experience supervising staff and/or volunteers
- Experience developing and implementing programs or new initiatives

### **Education Preferred**

- Bachelor's degree in Social Work, Counseling, Psychology, Ministry, Christian Nonprofit Leadership, or similar field

### **Spiritual & Personal Qualifications**

- Mature Christian faith and personal relationship with Jesus Christ
- Agreement with Patty's Hope mission and statement of faith
- Strong emotional intelligence, ability to maintain healthy boundaries,
- Ability to navigate complex relational dynamics and respond well to a crisis
- Compassionate, empathetic, grounded, and resilient in
- Strong organizational and people skills

### **Salary and Benefits**

Part-Time | 25-30 hours/week

Hourly Rate & Package: \$35/hour

Accrued PTO

### **Potential Responsibilities and Tasks**

- Onboarding new mothers (overseeing expression of interests)
- Oversight of Mentors/Mother's Advocates
- Case Navigation (overseeing foster care specific components of a case)
- Promotion of our services to community partners (growing our cliental)
- Group oversight and implementation
- Maintaining and building community resources for moms
- Oversee core volunteer team and train new volunteers
- Organize trauma informed training opportunities for staff and volunteers

### **Work Rhythm & Flexibility**

The structure of this role provides both flexibility and team collaboration. Some weeks may be lighter, while support group weeks may require additional time and coordination.

The Patty's Hope team works together in the office two days per week during daytime hours whenever possible. If meetings with mothers, advocates, or community partners are scheduled during these times, those would take priority.

Outside of the team office days, the Ministry Director may work from home, the Patty's Hope office, or another setting conducive to focused work. This rhythm is designed to support healthy teamwork while remaining sustainable within the part-time scope of the role.

### **Patty's Hope Commitment to Soul Care & Sustainable Ministry**

Patty's Hope is committed to long-term staff health and ministry sustainability. Trauma-informed ministry is sacred work, and we intentionally guard against burnout. Seasonal rhythms of rest, prayer, and reflection are encouraged so staff serve from wholeness rather than depletion.

### **How to Apply**

Before applying for this position, we encourage you to review the Patty's Hope website and our Statement of Faith.

Applicants will be asked to provide two references: one who can speak to your professional workplace experience and another who can speak to your personal faith and walk with Jesus.

To apply, please fill in an application at <https://forms.office.com/r/MPemy1hvcx> or for any questions, please contact Peter Gunning at [peter@pattyshope.org](mailto:peter@pattyshope.org).