



Job Description: VP of Operations

As 4word enters its next chapter of growth and impact, we are seeking a **Vice President of Operations** to serve as a strategic and operational partner to the CEO. This new executive role will provide leadership and structure across the organization—aligning people, systems, and processes to deliver on 4word’s mission with excellence. The ideal candidate brings both a heart for ministry and a mind for execution, ensuring that 4word continues to scale sustainably while staying rooted in its purpose and culture.

ABOUT 4WORD

4word is the only global community of Christian women in the workplace that helps them thrive in every area of life—spiritual, personal, and professional—within a culture of authentic belonging. We empower women to live with purpose, lead with clarity, and bring Christ and community into every corner of life—creating a legacy of eternal impact.

MISSION

To empower working women to live with purpose, lead with clarity, and bring Christ and community into every corner of life—creating a legacy of eternal impact.

POSITION OVERVIEW

The Vice President of Operations serves as the integrator and executor of 4word’s strategic vision. This role partners closely with the CEO and senior leadership team to ensure alignment across people, systems, and priorities. The VP will drive operational excellence, strengthen organizational culture, and steward the resources and relationships that make 4word’s mission possible.

KEY RESPONSIBILITIES

Strategic & Organizational Leadership

- Partner with the CEO to translate 4word’s strategic plan into clear, measurable outcomes and rhythms of accountability.
- Ensure the organization’s structure, systems, and team capacities align with strategic priorities.
- Lead cross-functional collaboration across programs, marketing, development, and finance.
- Represent 4word externally with excellence, modeling faith, integrity, and servant leadership.

Operations & Program Execution

- Oversee daily operations, ensuring clarity, communication, and consistency across teams.
- Strengthen operational infrastructure including data systems (Bloomerang, DonorSearch, CRM, and project management tools).
- Support seamless execution of national programs, events, and initiatives such as Community Groups, Executive Women 4Christ, Boldly, and Vested Membership.
- Drive operational readiness for key annual milestones and revenue goals.

Financial & Performance Management

- Partner with the CEO and CFO to oversee budgeting, forecasting, and financial health.
- Monitor organizational KPIs and quarterly objectives, ensuring accountability and progress.
- Steward vendor relationships and ensure cost-effective, mission-aligned spending.

People & Culture

- Lead, coach, develop and support staff, board and volunteers, fostering a culture of collaboration, ownership, and excellence.
- Executive support of the HR Manager with hiring, onboarding, professional development, and performance reviews.
- Build team capacity and clarity during this stage of organizational growth.

Board & Leadership Support

- Partner with the CEO in preparing board materials, strategic updates, and retreat planning.
- Track key initiatives, decisions, and deliverables to maintain momentum between meetings.

QUALIFICATIONS/SKILLS

- 8+ years of senior management or executive experience in operations, preferably within a nonprofit or mission-driven organization.
- Proven ability to lead teams and execute strategic plans during seasons of growth and change with measurable results.
- Strong business acumen with experience managing budgets, systems, and metrics.
- Excellent communicator—skilled at unifying teams and translating vision into action.
- Bachelor's degree required; Master's degree preferred.
- Passion for 4word's mission and alignment with its Christian faith foundation.

Location: Dallas, TX preferred; hybrid work environment. Remote considered for exceptional candidates.

Travel: 2–4 times per year for events, retreats, and leadership meetings.