



## Job Description: Director of Programs

As 4word enters its next chapter of growth and impact, we are seeking a **Director of Programs** responsible for the health, growth, and excellence of 4word's core programs. This senior role reports to the Vice President of Operations, and provides leadership and structure across the organization's programs, including Community Groups, Mentor Program (individual and corporate), Collaboratories, and related leadership initiatives.

### ABOUT 4WORD

4word is the only global community of Christian women in the workplace helping women thrive spiritually, personally, and professionally 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 Director of Programs serves as a primary steward of 4word's programs—including Community Groups, Mentor Program, and Collaboratories—nurturing, equipping, encouraging, and supporting leaders across the country and around the globe. This role is deeply relational and brings warmth, enthusiasm, and energy to ensure leaders feel seen, supported, and connected to the broader 4word mission. The Director blends program strategy and operational leadership with a strong focus on relationship-building, program sustainability, partnership collaboration, and team leadership. The role ensures programs are mission-aligned, financially sound, data-informed, and delivered with a consistently high standard of quality and care.

The ideal candidate is both a **builder and a steward**—someone who loves people, thrives in community, and can translate vision into thoughtful execution while honoring 4word's values and culture.

### KEY RESPONSIBILITIES

#### Program Strategy & Excellence

- Provide strategic leadership and oversight for all 4word programs, ensuring consistency, quality, and mission alignment.
- Develop and execute program plans that support long-term sustainability and healthy growth.
- Establish and track key performance indicators (KPIs) related to participation, engagement, retention, outcomes, and program health.
- Oversee program design, implementation, evaluation, and continuous improvement.
- Use data and insights to inform decisions while preserving a relational, people-centered approach.

#### Community Groups, Relational Leadership & Expansion

- Serve as the primary point of care, connection, and support for Community Group leaders.
- Build strong, trusting relationships through regular communication, coaching, encouragement, and presence.
- Develop and oversee leader recruitment, onboarding, training, and engagement models that equip volunteers to lead with confidence and clarity.
- Foster a sense of belonging, alignment, and shared purpose among leaders and volunteers.

- Support expansion into emerging cities by identifying potential leaders, assessing readiness, and guiding new group launches.
- Develop and maintain launch playbooks, leader toolkits, and training resources to ensure strong foundations and long-term sustainability.

## **Mentorship & Leadership Programs**

- Oversee execution and ongoing improvement of 4word's Mentor Program, Collaboratories, and Corporate CERG Programs.
- Partner with internal teams and external organizations to adapt mentorship and leadership content and resources for diverse audiences.
- Ensure effective integration of impact measurement and outcomes across programs.
- Support staff and volunteers in delivering programs with relational depth and programmatic excellence.

## **Program Sustainability & Cross-Functional Partnership**

- Partner with Development, Marketing, and Executive leadership to ensure programs are financially sustainable and well-positioned to support organizational goals.
- Contribute program insights, stories, data, and outcomes to support fundraising, sponsorship development, and grant applications.
- Support people-centered partnerships with corporations, nonprofits, churches, and community organizations.
- Collaborate with Operations and Finance to refine program pricing, participation models, and cost structures.

## **Operational & Team Leadership**

- Prepare and manage annual program budgets in collaboration with Finance and Operations.
- Ensure responsible stewardship of program resources.
- Oversee systems, tools, and documentation supporting program delivery and leader engagement.
- Lead, coach, and support program staff and volunteers, fostering a culture of trust, accountability, and collaboration.

## **External Engagement**

- Serve as a warm and professional representative of 4word to program participants, leaders, partners, donors, and stakeholders.
- Represent 4word at events, retreats, and gatherings as appropriate.

## **QUALIFICATIONS/SKILLS**

- 8-10+ years of experience in program leadership, nonprofit management, community leadership, and related fields.
- Demonstrated success leading relational, volunteer-driven programs.
- Experience working in a professional, corporate, or organizational environment with firsthand exposure to the pressures and tensions leaders face.
- Ability to relate authentically to women across all leadership levels and understand real-world workplace challenges.
- Strong organizational and project management skills.
- Comfort working with data, KPIs, and budgets in service of program health.
- Experience working cross-functionally with Operations, Marketing, Finance and Development teams.
- Bachelor's degree required; Master's degree preferred.

**Location:** Dallas, TX preferred. Remote considered for exceptional candidates.

**Travel:** 4-6 times a year for events, retreats, and leadership meetings.