



Job Description
Director of Programs

Mission Statement: JustFaith Ministries forms, informs and transforms people of faith by offering programs and resources that sustain them in their compassionate commitment to build a more just and peaceful world.

The staff of JustFaith Ministries is committed to being a faith community working in partnership with each other to see that the work of JustFaith Ministries is accomplished and instilled with the integrity of the Gospel. Love, reverence, and collaboration are the qualities sought from members of the staff team.

Job Title: Director of Programs

Classification: Full-time, exempt; travel, occasional weekend and evening hours

Salary Range: \$57,000 – \$69,000

Reporting Relationships: Reports to Executive Director; oversees the work of contracted writers.

Position Overview: The Director of Programs position exists to provide oversight for all aspects of program development and revision; contributes to the written expression of JFM work through promotional materials, stories, newsletters, and other media; oversees the work of contracted writers who contribute to programs; speaks and provides workshops on behalf of the organization; and stays informed about current events, trends in popular education, and methods of educational program delivery.

Specific Responsibilities

Program Development and Revision (30%)

Write JFM program content. Discover and contract with writers to develop and revise JFM programs. Ensure that program evaluations are conducted and carried out according to the annual operations plan. Develop and direct annual plans that outline needed program development, revisions, and evaluations.

Additional Content Generation (15%)

Work with JFM staff to create original content for JFM blogs, newsletters, website, promotional, and other media. This work may include leading and coordinating prayer and piloting new ideas in small groups. Represent JFM in national gatherings as directed by Executive Director.

Facilitator Support (20%)

Work with Director of Outreach and Engagement to respond to program facilitators, coordinators, and those who express interest in JFM programs. This includes contributing to regular webinars, facilitator conference calls, and workshops/trainings for facilitators and coordinators. Travel to provide workshops and training on JFM programs.

Research and analysis (15%)

Stay informed and up-to-date on trends in popular education, faith formation, and program delivery methods. Create an environment open to testing and exploration of new modes of delivering transformation, faith-based programming. Regularly evaluate and report on the effectiveness and impact of JFM programs and trends in the field of popular education/faith formation.

Other (20%)

- With Executive Director build and oversee annual Program budget. This includes annual budget planning, accurately reporting spending via a Purchase Order process, and implementing spending that is within budget.
- Participate in the JFM Team, which coordinates all JFM activities across functional areas (Business Management, Development, Programs, and Facilitator Outreach and Engagement).
- Regularly evaluate and report on JFM programs.
- Work with committees of the JustFaith Ministries' Board of Directors and with members of the Board of Directors as assigned by the Executive Director.
- Work with JFM Partners as assigned by Executive Director.
- Seek and participate in strategic opportunities for professional development and spiritual growth.
- Other duties as assigned.

Knowledge and Skills:

- Skilled educator with emphasis in transformational and experiential education
- Innovative creator of print and online material
- Sound theological expertise
- Knowledge of the Church structures and leadership
- Experience in social justice and peace movements
- Strong collaboration skills and experience working in team environments
- Ability to be flexible and pitch in to help a small staff accomplish big things
- Excellent communication skills: oral, written, and interpersonal
- Excellent organizational skills
- Ability to handle multiple assignments and meet deadlines
- Strong word processing, spreadsheet, and database skills

Qualifications:

- Master's degree in Divinity or Education

- Five years experience in program development
- Experienced writer of curricula
- Direct experience with grants management and program budgets
- Experience with SalesForce a plus
- Commitment to the mission, vision, and values of JustFaith Ministries
- Demonstrated success in working in highly collaborate environments