



WOMEN'S RESOURCE CENTER
STRATEGIES FOR WORK. SKILLS FOR LIFE.

JOB POSTING:

Program Director

REPORTS TO:

Chief Executive Officer

POSITION STATUS:

Exempt, Salaried, Full-time

SALARY RANGE:

\$60,000 - \$65,000 (Commensurate with experience)

MISSION

Since 1973, Women's Resource Center has assisted women in exploring, developing and expanding their employment opportunities. Women's Resource Center's mission is to equip women to achieve purpose, fulfillment and financial stability through meaningful employment.

POSITION OVERVIEW

The Program Director is responsible for the strategic design, implementation, and performance of WRC's programs. This role ensures programs are aligned with the organization's mission to equip women to achieve purpose, fulfillment, and financial stability through meaningful employment and are delivered with quality, consistency, and measurable impact.

The Program Director leads program operations, manages staff, and drives outcomes while working in close partnership with the Chief Executive Officer (CEO) and Development & Communications Director to ensure alignment between program delivery, funding strategy, and organizational priorities.

Key Responsibilities

- Lead program strategy, design, and continuous improvement
- Align programs with workforce trends and community needs
- Ensure programs drive measurable outcomes
- Oversee day-to-day program delivery and quality
- Establish and track performance metrics and outcomes
- Use data to improve program effectiveness

- Supervise, coach, and develop program staff
- Lead hiring and onboarding in collaboration with the CEO
- Build and maintain relationships with community partners
- Partner with Development to support fundraising
- Provide program data and insights for grants and donor communications
- Ensure compliance with funding requirements
- Manage program budgets with the CEO
- Perform other duties as assigned

Qualifications

- Education: Bachelor's degree required or equivalent experience; preferred in nonprofit management, public administration, business, or related field
- Experience: 3–5+ years in nonprofit program leadership
- Program & Systems Experience: Managing programs, tracking outcomes, improving systems
- Communication: Strong written, verbal, and public speaking skills
- Grant & Compliance Awareness: Familiarity with grant reporting preferred
- Industry Experience: Workforce development, human services, or career pathways preferred

Core Competencies & Skills

- Leadership and team management
- Strategic thinking and problem-solving
- Data-informed decision-making
- Financial literacy and budgeting
- Communication and interpersonal skills
- Organizational and time management
- Technical proficiency (CRM, data tools)
- Adaptability and ability to lead through ambiguity

How to Apply

Submit cover letter and resume (combined) and three professional references to Operations@grwrc.org by April 10, 2026.

Applications will be reviewed on a rolling basis. Interviews will begin immediately, and the position may be filled prior to the application deadline.

No phone calls, please.

