

Program Director *Sharing Hope, Changing Lives*

Title: Program Director

Status: Exempt, Full-time

Location: 2300 SW 7th Street, Amarillo, TX 79101

Responsible to: Executive Director

Sharing Hope Ministry is a nondenominational ministry that assist at-risk and incarcerated women in changing their story by SHARING HOPE through Christ's love.

The women that we work with typically have experienced trauma, abuse, poverty, is poorly educated and have a history of addiction and/or criminal behavior. Your involvement in this ministry can help equip women to be productive members of society, achieve their potential, and lead Christ-centered and self-sufficient lives.

Programs include:

Sharing Hope Ministry provides Christ-centered materials and services to women who are incarcerated or who are residing in addiction rehabilitation facilities across the United States.

Patsy's Place Transitional Home provides safe shelter, education and support to post-offending women reentering our communities.

The Lucille and Leo Caiafa, Jr. Center for Advancement provides education, resource information and support to at-risk women in the Texas Panhandle.

Purpose:

The Program Director at Sharing Hope Ministry (SHM) serves as a strategic leader responsible for enhancing organizational impact through effective program management, team development, and community engagement. Reporting directly to the Executive Director, the Program Director will play a pivotal role in advancing SHM's mission and vision while upholding its core values.

A. Program Oversight

1. **Program Operations:** Oversee daily operations to ensure consistent application of policies and high service standards.
2. **Program Expansion:** Oversee design and implementation of new program services
3. **Program Impact & Evaluation:** Collaborate with program staff to evaluate effectiveness and improve service delivery.

B. Organizational Responsibilities

1. Prepare and participate in regular meetings with the Executive Director to establish and evaluate annual goals.
2. Contribute actively to the Executive Team, assuming assigned responsibilities.
3. Maintain accurate records ensuring confidentiality on all agency matters.

4. Support fundraising and community engagement efforts through event participation.

C. Qualifications

1. The Program Director must be a Christian with a deep faith in Jesus Christ, who must be an active member of a Christ-centered church and able to affirm and live a life adhering to the Sharing Hope Ministry's traditional core beliefs, values and Statement of Faith.
2. Minimum three years of senior management experience.
3. Bachelor's degree in Nonprofit Administration, Social Services or Business Administration preferred.
4. Extensive knowledge of social services and program management.
5. Strong leadership and team-building skills.
6. Experience in program planning, evaluation, and revenue development.
7. Ability to thrive in a dynamic environment and develop operational strategies.
8. Experience in policy development, HR practices, and employee relations.

D. Core Competencies

1. **Communication:** Excellent interpersonal and written communication skills.
2. **Organization & Initiative:** Strong time management, project management, problem-solving, and self-directed learning.
3. **Technology:** Advanced proficiency in MS Office and openness to innovative technologies.
4. **Community Development:** Expertise in client-centered program development and local resource utilization.

E. Benefits

- Paid Time Off
- 9 Paid Holidays
- Birthday Paid Time Off
- Discretionary Retention Pay

F. To Apply

Please submit a cover letter and resume to info@sharinghopeministry.org with the Subject Line: Program Director job opening.