

Program Director

OneLife Institute is seeking a highly relational, operational, and humble leader to serve as our Program Director. This executive-level position plays a pivotal role in supporting our dedicated site teams. Reporting directly to the President, the Program Director will be instrumental in maintaining organizational unity, advancing the organization's vision, fostering a collaborative work environment, and ensuring the successful execution of OneLife's mission across all our program sites.

Key Qualities:

- **Operational Excellence:** Proven ability to manage complex logistics, refine processes, and ensure efficient program delivery.
- **EOS:** Familiarity with, or a desire to learn, the Entrepreneurial Operating System (EOS), which has been implemented across the organization.
- **Strategic Vision:** Capacity to contribute to the long-term direction of the organization and implement initiatives that align with our mission.
- **Relational Leadership:** A strong track record of building trust, fostering positive relationships, and effectively supporting and developing staff.
- **Trustworthy:** Demonstrates integrity, discretion, and the ability to handle confidential information with the utmost care.
- **Adaptable:** Thrives in a dynamic environment, embraces change, and can navigate unforeseen challenges with grace and creativity.
- **Able to Travel:** Ability to travel regularly to OneLife program sites as needed.

Educational and Experiential Requirements:

- Master's degree in theology, leadership, or business
- 5+ years of leadership experience

Responsibilities:

Organizational:

- Serve as an integral member of the Executive Team, contributing to high-level organizational decisions and strategic planning.
- Report directly to the President, providing regular updates and collaborating on key initiatives.
- Maintain the strictest confidentiality of all sensitive organizational and personnel information.
- Actively advocate for and promote the unity and cohesion of the OneLife Institute across all levels and sites.
- Recruit and hire key staff positions.

Internal:

- Cultivate and champion a supportive, collaborative, and healthy work environment for all staff, particularly Site Directors (SDs) and Assistant Site Directors (ASDs).
- Strategically schedule, develop, and facilitate comprehensive training, ongoing support, and essential resources related to mental health and well-being for staff.
- Oversee and manage the master schedule of events and organizational calendar, including retreats, special events, and key program dates.

- Identify, invite, and coordinate engaging guest speakers for various program and staff development initiatives.
- Lead ongoing meetings, including L10s and regular one-on-one sessions, with Site Directors and Assistant Site Directors to ensure clear communication, accountability, and support.
- Develop, implement, and oversee a standardized process for staff reviews, providing constructive feedback and fostering professional growth.
- Design and deliver comprehensive onboarding programs and standardized training for Site Directors (SDs), Assistant Site Directors (ASDs), and Resident Leaders (RLs).
- Continuously update and refine the Playbooks for Site Directors, ensuring it remains a relevant and effective resource.
- Develop and create comprehensive Playbooks for Assistant Site Directors and Resident Leaders, providing clear guidelines and support for their roles.
- Research, propose, and develop new organizational policies to enhance efficiency, safety, and program quality.
- Provide intentional spiritual and professional shepherding to Site Directors and Assistant Site Directors, offering guidance, encouragement, and support.
- Systematically collect, document, and address the ongoing needs and aspirations of site staff and programs.
- Travel regularly to OneLife program sites to provide in-person support, assessment, and team building.

External:

- Serve as a point of contact and liaison for OneLife program locations and their respective staff, ensuring effective communication and coordination.
- Cultivate and maintain strong relationships with academic institutions (colleges and universities), exploring opportunities for collaboration and student advancement.

Location: Remote with travel required

To Apply:

Interested candidates are invited to submit a resume and cover letter detailing their qualifications and experience to info@onelifepath.org. Please include “Program Director Application” in the subject line.