



PROGRAM DIRECTOR

Job Description

About Women Moving Millions

Women Moving Millions is a dynamic, impact-led community on a mission to catalyze resources to power the movement for gender equality. Our 400-strong membership has collectively committed over \$1B to improve the lives of women and girls. Through collaborative leadership (resources, social capital, and expertise), we seek to drive greater impact and accelerate progress. By transforming how we give and invest, we remove barriers for leaders and innovators, inspiring bolder investments from a diverse ecosystem of funding partners. Together, we are building a world where all women have full autonomy, freedom, and agency over every aspect of their lives.

Our core values and beliefs, which guide our work, can be read here:

<https://womenmovingmillions.org/about/>

The Opportunity

Women Moving Millions (WMM) is seeking a Programs Director to support the strategic vision and execution of high-impact programming for its member community. This is a new role responsible for designing and delivering learning experiences that strengthen members' philanthropic leadership, deepen their understanding of gender equality issues, and foster meaningful connection across the network.

The Programs Director will bring both programmatic insight and operational excellence, combining expertise in gender equality and social change movements with the ability to manage complex details and multi-faceted initiatives. They will work closely with the Chief of Programs and Learning and the Program Manager to amplify the quality and impact of WMM's programming.

This role is member-facing and partner-facing, and requires someone who is confident facilitating conversations and representing WMM with credibility, warmth, and professionalism in large and small gatherings. The ideal candidate will be a self-starter with strong management skills who is energized by engaging a powerful community of women committed to advancing gender equality worldwide.

Job Title:

- **Location:** Remote or Hybrid if based in New York, NY
- **Compensation:** \$120,000-\$140,000
- **Time Commitment:** Full time
- **Supervisor:** Chief of Programs and Learning
- **Start Date:** ASAP

Key Responsibilities

Program Strategy and Design

- Support the strategic design and implementation of WMM's virtual and in-person programmatic offerings across a wide range of topics (e.g. women's health, gender-based violence, women in the arts, women and democracy, gender-lens impact investing), while embedding intersectionality as a core principle that shapes program priorities.
- Contribute to the design and strengthening of core programs, including an annual summit / retreat, and the Philanthropic Leadership Program, ensuring clear learning goals, strong facilitation, and meaningful member outcomes.
- Quickly create responsive programming for emergent moments, including rapid member engagement around crisis response, emergency giving, and collective reflection after difficult domestic and international events.
- Serve as a thought partner to the Chief of Programs and Learning and other WMM Senior Leadership members on future member programming and direction.

Content Development and Facilitation

- Research and identify key insights, leading voices, and emerging perspectives across priority themes to support timely, relevant programming, applying an intersectional lens that centers BIPOC and LGBTIQ voices.
- Collaborate to identify, recruit, and prepare speakers to ensure sessions are engaging, inclusive, and well-aligned with program goals. Ensure content elevates lived experience alongside expertise, encouraging meaningful dialogue, learning, and reflection.
- Build and steward strong relationships with speakers and partners, expanding and deepening WMM's network over time.
- Develop informative content and dynamically facilitate and/or present virtual and in-person sessions, calls, and convenings with confidence, clarity, and energy.

Program Operations and Execution

- Contribute to the design and delivery of a dynamic annual programming calendar with accountability for content quality, coherence, and successful execution, in alignment with senior leadership direction.
- Contribute to monitoring, learning, and evaluation efforts that assess effectiveness in supporting a thriving and engaged member community, in order to inform continuous improvement.
- Build authentic relationships with members, serving as a trusted presence to guide conversations.
- Collaborate closely with colleagues across a hybrid team. Support the growth and management of team members as needed, in alignment with organizational goals.
- Provide flexible, ad-hoc support to the Chief of Programs and Learning as needed.

This position reports to the Chief of Programs and Learning. The role requires periodic domestic travel for organizational events. Candidates must be based in the U.S. and be able to work weekday hours across U.S. time zones.

Qualifications

- Significant knowledge of the women's philanthropy space and broader gender justice movement.
- Experience shaping and delivering programs that foster learning, reflection, and action.
- Knowledge or experience working with donor networks and/or individual philanthropists, with an understanding of how to engage, steward, and support values-aligned giving communities.
- Outgoing, relational, and confident communicator who can build trust and rapport with members.
- Strong presentation and facilitation skills (virtual and in-person) with the ability to represent WMM in a professional, engaging, and dynamic manner.
- Highly organized, able to manage competing priorities and meet deadlines. Ability and willingness to manage team member(s), with scope evolving based on organization growth.
- Accountable self-starter with flexibility to both lead projects independently and contribute as a collaborative team member.
- Strong interpersonal skills and situational awareness to read context, adapt communication style, and hold sensitive conversations with care.
- Ability to handle confidential information with discretion and tact.
- Strong commitment to Women Moving Millions' mission, vision, values, and beliefs.
- Willingness to travel on occasion for member and organization events.

To apply for this position, please submit a resume and cover letter to

jobs@womenmovingmillions.org. In your cover letter, please briefly describe your experience related to gender justice or women's rights movements; your familiarity with philanthropy or donor-focused work; any relevant experience designing and facilitating programs, presentations, or learning experiences; and anything else you would like to share that demonstrates your readiness for the scope and responsibilities of this role.