

Position: Director of Programs
Location: Grand Rapids, MI
Reports To: Executive Director
Supervises: Program Staff
Status: Part-time, 30 hours/week
Wage Range: \$23-\$25/hour

Because every life has value and purpose, King's Table is dedicated to serving individuals and families impacted by developmental and intellectual disabilities. We provide supportive services, enrichment opportunities, and community connections in special education schools, Adult Foster Care (AFC) group homes, and at the King's Table Hub.

Position Summary

The Director of Programs provides both strategic and operational leadership across all King's Table programs. This newly established position leads a team of Program Managers and ensures programs are mission-driven, effective, sustainable, and responsive to community needs. The Director of Programs translates organizational vision into high-quality programming while fostering a strong, collaborative, and accountable program leadership team.

Key Responsibilities

Program Strategy & Oversight

- Provide overall leadership for the design, execution, and evaluation of King's Table programs.
- Ensure all programs align with the organization's mission, values, and strategic direction.
- Partner with the Executive Director to identify growth opportunities, program enhancements, and strategic initiatives.
- Set program-wide priorities, goals, and success metrics.

Management of Program Managers

- Collaborate with the Executive Director to recruit, interview, select, and hire program staff, ensuring candidates align with organizational mission, values, and program needs.
- Directly train, supervise, coach, evaluate, and support a team of Program Managers.
- Clarify roles, responsibilities, and expectations across program leadership.
- Conduct regular one-on-one meetings, performance evaluations, and goal setting with Program Managers.
- Equip Program Managers with the tools, training, and support needed to lead their teams effectively, including conducting team meetings and providing opportunities for collaboration.
- Foster a culture of accountability, collaboration, learning, and continuous improvement.
- Support Program Managers in addressing performance issues, staffing needs, and program challenges.
- Build a strong leadership pipeline within the programs team.
- Promote a healthy team culture rooted in King's Table's values of Faith, Integrity, Compassion, and Collaboration.

Program Operations & Quality Assurance

- Ensure consistent, high-quality program delivery across all program areas.
- Oversee development and implementation of program policies, procedures, and best practices.
- Monitor program performance, outcomes, and compliance with funder and regulatory requirements.
- Lead problem-solving efforts for cross-program operational issues.
- Oversee routine risk and safety assessments to maintain best practices.
- Incorporate participant and community feedback to strengthen program design and delivery.

Budget, Data & Reporting

- Collaborate with Program Managers and leadership to develop and manage program budgets.
- Ensure effective stewardship of financial, physical, and human resources.
- Ensure accurate and timely reporting on program outcomes, impact, and metrics.
- Partner with development staff to provide program data, outcomes, and narratives for grants and fundraising.

Partnerships & Community Engagement

- Cultivate and support Program Managers in cultivating relationships with community partners, churches, funders, volunteers, and other stakeholders.
- Represent King's Table in community forums, coalitions, events, collaborative initiatives, and strategic partnerships when appropriate.
- Work closely with development and communications teams to support fundraising and storytelling efforts related to programs.

Qualifications

Required

- A strong commitment to Christ with demonstrated spiritual maturity and agreement with our organization's statement of faith, mission, and values.
- High School diploma required. Bachelor's degree in nonprofit management, social work, human services, or a related field preferred.
- Minimum of 3-5 years of experience in program leadership, including direct supervision of managers.
- Strong computer skills, proficient in Microsoft Office and/or Google Workspace
- Demonstrated success managing multiple programs or departments simultaneously.
- Strong people-management, coaching, and leadership skills.
- Excellent organizational, communication (written & verbal), and decision-making abilities.

Preferred

- Experience in a faith-based or mission-driven nonprofit environment.
- Experience working with populations impacted by Intellectual & Developmental Disabilities (IDD).
- Familiarity with grant-funded programs and outcome measurement.
- Experience leading teams through periods of growth, change, and program scaling.

Work Expectations

- Work hours are primarily during standard business hours; however, occasional evenings and weekends may be required to meet program and organizational needs.
- Local travel for programs, meetings, or events may be necessary.
- Hybrid or on-site, depending on program requirements.

How to Apply

Submit a resume and cover letter explaining your interest in King's Table and your experience leading program teams to info@kingstableministries.org. In the subject line, include "Director of Programs Application".

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified, and may change at the discretion of the supervisor.