H.E. BUTT FOUNDATION

JOB DESCRIPTION

JOB TITLE:	**Program Director**
DEPARTMENT:	**The Congregational Collective**
REPORTS TO:	**Executive Director of The Congregational Collective**
EFFECTIVE DATE:	
CLASSIFICATION:	**Exempt**
HOME LOCATION:	**San Antonio, Texas**

POSITION SUMMARY: The Program Director will be a dynamic, mission-driven leader responsible for overseeing the successful growth and development of a groundbreaking initiative that equips congregations to lead in mental health and wellness. Using a collaborative framework, this person will manage all aspects of recruitment, engagement, training, and community partnership development with an expanding cohort of churches. This individual must be a relational leader, systems thinker, and strategic operator—comfortable working independently in a fast-evolving program and collaborating deeply with community stakeholders.

This position is expected to transition into a newly formed organization in the future and will not be an employee of the H. E. Butt Foundation.

PROGRAM MISSION: To equip congregations to become community leaders in mental health and wellness by partnering to build support systems, networks, and ministry tools that include educational resources, training, and strong relational networks.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

Program & Project Leadership

- Lead the planning, implementation, and continuous improvement of program initiatives, ensuring alignment with goals and desired outcomes
- Develop and manage project plans, timelines, deliverables, and community partnerships across multiple initiatives
- Track program participation, engagement, outcomes, and progress, using data and feedback to inform decisions and improvements
- Identify risks, challenges, and resource needs and proactively recommend solutions
- Coordinate cross-functional activities to ensure projects are delivered effectively and on schedule
- Prepare regular program updates and reports that communicate progress toward goals, key outcomes, participation, challenges, and opportunities to leadership and program partners

Congregational Engagement & Capacity Building

- Recruit, onboard, and support congregational partners, creating a strong and consistent experience throughout the program lifecycle
- Develop and implement strategies that strengthen congregational capacity to address mental health and wellness within their communities

- Coordinate learning cohorts, training experiences, and capacity-building initiatives that equip congregational leaders with practical knowledge, tools, and resources
- Build trusted relationships with diverse congregations and provide ongoing support to encourage meaningful and sustained engagement

Program Events & Learning Experiences

- Plan and execute Monthly Navigator meetings, Quarterly Gatherings, trainings, workshops, and other program experiences
- Develop agendas, coordinate speakers and facilitators, and oversee content and logistics to ensure a high-quality participant experience
- Manage preparation, communication, and follow-up for meetings and major program milestones
- Gather participant feedback and apply lessons learned to strengthen future programming.

Community Partnerships & Network Development

- Develop and maintain strategic relationships with congregations, mental health organizations, healthcare providers, community organizations, and other key stakeholders
- Identify and cultivate local resources, referral networks, and community partnerships that strengthen the expand support available to congregations and their communities
- Serve as a connector between congregational partners and relevant mental health, wellness, healthcare, and community resources

Collaboration & Stakeholder Management

- Build and maintain strong relationships with internal teams and external collaborators, including Harvard Medical School, UT Health, UTSA, The Collective, and other strategic partners
- Facilitate effective communication and collaboration across partners, ensuring shared understanding of priorities, roles, responsibilities, timelines, and expectations
- Collaborate with local and regional university Social Work departments, the clinical team at UT Health, and internal teams at The Collective to facilitate the placement and co-location of Social Work interns
- Provide leadership with clear, timely updates on program progress, challenges, opportunities, emerging needs, and recommendations

QUALIFICATIONS

- Bachelor's degree with 7 years of experience in nonprofit management, public health, communications, project management, or a related field
- Experience managing complex initiatives involving multiple stakeholders, competing priorities, and measurable outcomes while developing and maintaining partnerships across diverse communities and organizations
- Experience designing or facilitating training, learning cohorts, workshops, or capacity-building initiatives
- Experience working in or alongside faith-based organizations and non-profits
- Familiarity with mental health and wellness resources, services, and community systems, particularly within the San Antonio area, is preferred
- Proficiency with Microsoft Office and project/program management tools

COMPETENCIES - Knowledge, Skills, and Abilities:

- Demonstrated ability to manage multiple projects and workstreams simultaneously while maintaining attention to detail and follow-through
- Strong written, verbal, facilitation, and presentation skills
- Strong project planning, prioritization, organization, and execution skills
- Ability to translate strategic goals into actionable plans, timelines, deliverables, and

measurable outcomes
- Demonstrated ability to work independently, manage ambiguity, exercise sound judgment, and move initiatives forward with minimal supervision
- Strong follow-through with the ability to anticipate challenges and manage risk
- Ability to manage multiple workstreams and shifting priorities in a fast-paced environment
- Exceptional interpersonal and relationship-building skills
- Ability to establish trust and credibility across diverse congregations, organizations, and community stakeholders
- Cultural humility and sensitivity when working across diverse communities and perspectives.
- Ability to lead effective meetings, learning experiences, and group discussions
- Ability to communicate complex information clearly to audiences with varying levels of knowledge and experience
- Systems thinker who understands the connections between people, processes, partnerships, and outcomes
- Comfortable working in an evolving environment with changing priorities and structures
- Ability to assess information, identify opportunities and risks, and make sound recommendations
- Ability to lead and support change in a collaborative and thoughtful manner

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

Mental and Physical Demands

Must be able to manage tasks with frequent interruptions, tight timelines, and multiple constituencies. Regular movement required—walking, standing, and occasional lifting (10–30 lbs.). Requires visual acuity and screen-time endurance.

Environmental Factors

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a professional office environment mainly in San Antonio, Texas. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

The above is intended to describe the general content of and requirements for this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE DATE

MANAGER SIGNATURE DATE