



Program Director of Equipping Ministries Fellowship Full-Time Based in Alexandria, VA

Position Description

The Program Director of the Equipping Ministries Fellowship (EMF) will serve as the principal leader responsible for executing the strategic vision of this expanding initiative that equips Hispanic and Latino-led congregations and faith-based associations to navigate their changing contexts with theological depth, organizational integrity, and public impact. EMF is transitioning from a city-based cohort model to a scalable facilitator-led, local leadership model that partners with Hispanic and Latino church associations nationwide to deliver contextualized, multimedia learning experiences for congregations.

The Program Director will develop and steward long-term partnerships with regional and national Hispanic and Latino church associations; oversee curriculum and digital platform development; equip and coach EMF facilitators; and ensure strong evaluation and financial sustainability for EMF as it becomes fully embedded within CPJ's Faith-Based Leaders' Alliance.

This position reports to the Director of the Faith-Based Leaders' Alliance and collaborates closely with CPJ's CEO, Director of Communications, Director of Development, Director of Faith-Based Policy and Research, and other staff and contractors supporting EMF.

About the Center for Public Justice

The Center for Public Justice (CPJ) is a nonpartisan, independent, Christian civic education and policy organization whose mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life. A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission; therefore, any interested candidate must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Key Responsibilities

Strategic Leadership & Program Design

- Lead the overall strategy and implementation of the scaled Equipping Ministries Fellowship, ensuring alignment with CPJ's strategic plan, Global Ends, and Faith-Based Leaders' Alliance priorities.

- Translate the scaling plan into clear annual goals, timelines, and work plans for EMF, including curriculum development, pilot implementation, and national expansion to 10–15 associations and at least 1,200 congregations.
- Ensure EMF's theological and practical content consistently reflects CPJ's public justice framework and the lived experience of Hispanic and Latino congregations and their communities.

Curriculum, Digital Platform, and Content Delivery

- Lead the development, testing, and continual refinement of a flexible multimedia curriculum for EMF, including video modules, facilitator guides, participant materials, and grant-readiness tools.
- Oversee the design and ongoing enhancement of a centralized digital learning platform that houses EMF content, supports facilitator formation, and enables ongoing peer learning and resource sharing.
- Work closely with the Director of Communications to ensure that all EMF content and materials are clear, culturally resonant, visually compelling, and consistent with CPJ's brand.

Partnership Development & Network Stewardship

- Build and sustain meaningful relationships and formal partnerships with Hispanic-led church associations and related networks that will host and deliver EMF cohorts.
- Collaborate with key champions and association leaders to identify, vet, and onboard EMF facilitators who are credible, contextually embedded leaders within their networks.
- Design and steward localized MOUs and partnership expectations (including in-kind contributions and cost-sharing) that support EMF's sustainability and shared ownership.
- Represent CPJ and EMF at Hispanic and Latino church association gatherings, relevant conferences, and other convenings to recruit partners, share stories of impact, and deepen relationships.

Facilitator Formation, Coaching & Program Delivery

- Design and lead intensive formation and onboarding experiences for EMF facilitators that integrate content mastery, adult learning theory, facilitation best practices, and contextualization skills.
- Provide ongoing coaching, technical assistance, and peer-learning opportunities for facilitators, ensuring they are equipped to deliver the program with fidelity while adapting to their local contexts.
- Ensure EMF's grant-readiness training is embedded throughout the program, equipping facilitators to coach congregations on discerning funding opportunities, navigating religious freedom concerns, and engaging funders with integrity.

Evaluation, Learning & Program Improvement

- Oversee development and implementation of EMF's evaluation strategy, integrating quantitative metrics and qualitative stories of transformation in the "head, heart, and hands" of participants.
- Ensure that facilitators and partner associations use reflection-evaluation tools (e.g., pre/post assessments, session feedback, "one story and one stat") and that insights are applied to ongoing program refinement.
- Provide regular written and verbal reports on EMF progress and impact for internal leadership, partner associations, and donors, including contributions to grant reports and board updates.

Fund Development & Financial Stewardship

- Work in concert with the Director of Development and CEO to help implement the EMF fundraising strategy, including cultivating and stewarding donors, supporting major-gift conversations, and contributing to proposals and reports for foundation partners. Cultivate and maintain relationships with current and prospective funders for EMF at all stages of the engagement cycle, sharing compelling stories and data that highlight program impact and sustainability.
- Exercise budgetary oversight for EMF, manage program expenditures in line with the approved line-item budget, and work closely with finance staff to ensure excellent stewardship of program resources and adherence to funder requirements.

Organizational Leadership & Collaboration

- Ensure EMF is fully integrated within CPJ's Faith-Based Leaders' Alliance, including collaboration with the Preaching Reformed Fellowship and other initiatives that serve congregational and faith-based organization leaders.
- Fully contribute to the positive development of CPJ's corporate life as outlined in the Employee Handbook, including participation in staff meetings, retreats, cross-program collaborations, and organizational initiatives.

Persons Applying for the Position Should

- Have a personal, active, and demonstrable commitment to Christ and CPJ's mission, and be willing to uphold CPJ's Theological Basis and Standards of Faith and Conduct as articulated in the Employee Handbook.
- Possess native or near-native bilingual proficiency in Spanish and English, with demonstrated ability to communicate in both written and spoken forms across cultures.
- Hold at minimum a bachelor's degree and 5+ years of relevant work experience; preference given to candidates with advanced theological education and/or ministry leadership experience in Hispanic and Latino congregations or faith-based organizations.
- Demonstrate significant experience designing, implementing, and evaluating programs, especially cohort-based learning, adult education, and/or professional development for ministry leaders.

- Have demonstrable experience with leadership of faith-based organizations and churches, organizational capacity building, and strategic planning, preferably in Hispanic and Latino and/or immigrant-serving contexts.
- Have developed skills and knowledge in marketing programs, managing volunteers, enlisting contract workers, and working alongside consultants.
- Show strong understanding of, or openness to grow in, the Reformed theological tradition and its expression in the concept of public justice, particularly as it relates to congregational public engagement.
- Possess excellent verbal and written communication skills, including the ability to communicate complex theological and civic concepts in accessible, contextually sensitive ways.
- Be extremely detail-oriented, highly organized, and flexible, able to manage multiple projects and timelines while maintaining precision in process and relationship management.
- Be a self-starter who can work independently with minimal supervision while maintaining a high regard for organizational leadership and collaborative decision-making.
- Be motivated by working as part of a team serving a shared mission, and energized by building relationships with pastors, association leaders, donors, and partners.
- Be able to travel to CPJ events, EMF partner association gatherings, and conferences throughout the United States on a limited but regular basis (anticipated several multi-day trips per year), including some evenings and weekends.

Salary and Benefits

The salary range for this position is \$68,000 - \$82,000, depending on experience and skill. CPJ offers a generous benefits package which includes: 100% paid medical, dental, vision, short- and long-term disability insurance and EAP; 16 paid holidays; paid family medical leave; two weeks of paid discretionary leave (three weeks after the first year of employment); and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of the annual salary. This position is hybrid-eligible, meaning up to two weekly telework days (Mondays and Fridays) are available. CPJ has daily core hours from 10am-3pm Eastern; the Director is eligible to request a formal flexible work agreement for the remaining daily hours.

Application Process

Applicants should submit:

- A cover letter describing their interest in the position and how their faith, experience, and gifts relate to CPJ's mission and the Equipping Ministries Fellowship;
- A current resume;
- The names and contact information (relationship, address, email, and telephone number) of four references, including at least three professional references and one character reference who can speak to the candidate's Christian maturity.

Inquiries and application materials should be sent via email (with MS Word or PDF attachments) to the contact below, referencing “Program Director, Equipping Ministries Fellowship” in the subject line.

Upon submission of the required application materials, qualified candidates will be asked to review CPJ’s Theological Basis and Standards of Conduct. Before an interview, qualified candidates will be asked to affirm that they will uphold these standards if selected for the position.

No paper applications or phone calls, please.

Contact:

Ally Harnsberger
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