

Position: Program Director

Location: Remote

Salary Range: \$85,000-\$120,000

Organization: The Jewish Woman Entrepreneur (JWE)

About The JWE

The Jewish Woman Entrepreneur (The JWE) provides women with the resources and connections they need to achieve their personal and professional goals. Through education, community, and mentorship, The JWE cultivates financial independence, improving the lives of the women we support and the Jewish community at large.

Position Overview

The Program Director will lead the design, execution, and evaluation of innovative programming that fosters entrepreneurial success and leadership development among Jewish women. This role will integrate curriculum development into program management, creating impactful educational resources while also leveraging existing programs and engaging third-party experts as needed. The Program Director will ensure all programs and materials align with JWE's mission and meet the evolving needs of its community.

Key Responsibilities

Program Development and Management

- Oversee the development, implementation, and evaluation of programs, including business accelerator initiatives, community engagement activities, and workshops.
- Manage and grow the "Chapter in a Box" model, empowering women to create and lead localized chapters using a simple framework and resources.
- Coordinate the shared community calendar to facilitate meetups and events across regions.
- Build and nurture partnerships with organizations that support women entrepreneurs and small businesses.

Curriculum Development and Resource Management

- Design or curate educational content for JWE programs, including workshops, accelerator modules, and chapter resources.
- Create structured learning pathways to address the needs of entrepreneurs at various stages of growth (start-up, scaling, etc.).
- Engage third-party experts or consultants to develop specialized content or deliver high-impact workshops as needed.
- Leverage existing programs, tools, and resources from partner organizations to enhance the scope and quality of offerings.

- Oversee the maintenance and expansion of the Learning Management System (LMS) to ensure members have easy access to up-to-date, high-quality materials.

Community Engagement and Support

- Foster vibrant community participation through programming that encourages collaboration, learning, and networking.
- Support chapter leaders with resources and training to effectively lead their local groups.
- Act as a liaison between members and JWE leadership to ensure programs reflect the needs of the community.

Program Evaluation and Continuous Improvement

- Monitor the effectiveness of programs and curriculum through feedback and data collection.
- Iteratively improve offerings based on participant insights and organizational goals.

Qualifications

- Proven experience in program management, curriculum development, or a related field, preferably within entrepreneurship, small business, or professional development.
- Strong background in designing and delivering scalable community-driven models, such as local chapters or group networks.
- Familiarity with resources, tools, and platforms that support business growth and professional development.
- Excellent project management, organizational, and interpersonal skills, with the ability to engage and inspire a diverse community.
- Proficiency with Learning Management Systems (LMS) or similar digital tools.

Preferred Skills and Experience

- Experience working with or for women-focused organizations or initiatives.
- Background in non-profit organizations or community-building efforts.
- Knowledge of Jewish community culture and entrepreneurship trends.

To apply, visit www.thejwe.com/careers and when filling out your application, select the Program Director position.