



Position Available

Executive for Leadership Development

(Mobilization & Advocacy)

Deadline to Apply: August 15, 2026

About United Women in Faith

United Women in Faith - National Organization is the policy-making body that manages and oversees the programs and projects of United Women in Faith (UWFaith). We accomplish this by equipping women and girls around the world to be leaders in communities, agencies, workplaces, governments, and churches and to advocate for the oppressed and dispossessed with special attention to the needs of women and children. UWFaith builds supportive communities among women; engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement, while working for justice through compassionate service and advocacy to change unfair policies and systems while providing educational experiences that lead to personal change in order to transform the world.

Summary of Responsibilities

The Executive for Leadership Development manages the design, development, implementation and evaluation of leadership opportunities. This role builds UWFaith's leadership pipelines, guides women through a continuum of leadership engagement, strengthen women's leadership within UWFaith, the church, and society, and advance UWFaith's strategic plan.

Working collaboratively with the Director of Mobilization, cross-functional teams and external stakeholders, the Executive develops, scales, and delivers engaging leadership development opportunities, including trainings, cohorts, workshops, convenings, immersive experiences, pilot initiatives, and leadership resources for current and prospective members.

The Executive for Leadership Development is a strategic, collaborative, and detail-oriented leader with strong project management skills and a commitment to innovation and continuous improvement in leadership development.

Essential Job Functions (other related duties may be assigned):

1. Manage leadership development opportunities: Manage the design, development, implementation and evaluation of leadership development programs, trainings, resources and experiences that strengthen the leadership of members, leaders and prospective members at all levels of the organization for UWFaith's mission and strategic plan.
 - a. Build, manage and scale engaging leadership training programs, cohorts, workshops, convenings, and immersive experiences.
 - b. Develop, maintain and implement clear leadership pathways, and leadership on-ramps for women across UWFaith programs.
 - c. Ensure leadership training and resources are developed, maintained and delivered that meet strategic plan (e.g. in-person, virtual, digital or print).
 - d. Connect with, promote and support member-led leadership development opportunities across the organization.
2. Operationalize the recommendations of UWFaith's Leadership Assessment: Implement the recommendations of UWFaith's Leadership Assessment by designing, managing, and evaluating leadership development initiatives that strengthen the leadership of members, prospective members, and leaders at all levels of the organization in support of UWFaith's mission and strategic plan. Collaborate with Mobilize and Engage teams, cross-functional staff and member leaders to achieve this work.

- a. Develop, launch, manage, and scale leadership training programs, cohorts, workshops, convenings, and immersive learning experiences.
 - b. Develop, maintain and communicate clear leadership pathways, and leadership on-ramps that integrate seamlessly into the full membership journey strategy and connect with leadership opportunities across UWFaith programs.
 - c. Ensure leadership training and resources are developed, current, accessible and delivered through appropriate formats (e.g. in person, virtual, digital or print).
 - d. Connect with, promote and support member-led leadership development opportunities throughout the organization.
 - e. Develop and pilot innovative leadership experiences that attract potential members and encourage continued leadership engagement.
 - f. Establish and monitor performance measures to evaluate effectiveness, assess outcomes and continuously improve leadership offerings.
3. Strengthen Officer support: Manage leadership support for UWFaith Conference officers through Staff Liaisons and design and implement effective support mechanisms for officers and leaders at other levels.
 4. Lead the Influence Track: Serve as main point person to create and implement Influence Track, working directly with the Director of Engage and connecting with Mobilize, and Position leads to ensure delivery of programming aligns with strategic goals and promises.
 5. Build Strategic Partnerships: Develop collaboration with other partners and organizations that would be mutually beneficial and advance the strategic plan and goals of UWFaith.
 6. Evaluate and continuously improve leadership development: Monitor, evaluate and improve leadership development opportunities: Regularly monitor and measure the effectiveness of leadership offerings and recommend improvements based on metrics, participant feedback, industry trends, organizational priorities, and emerging needs.

Necessary Skills & Critical Competencies

- Leadership Development Program Design: Expertise in instructional design, adult learning principles and leadership development and women's leadership. Effectively translates organizational strategy into actionable leadership development initiatives.
- Project Management: Effectively manages multiple projects and events (from design to implementation and evaluation), their respective timelines, and able to prioritize and see tasks through to completion.
- Gender justice and theological grounding: Ability to integrate gender justice, theological framing and scripture into all areas of work.
- Multi-stakeholder engagement: Effectively works with and collaboratively navigate various stakeholders, from diverse demographics, local to national perspectives, members, staff, and external partners.
- Facilitation and Training: Ability to build, scale and deliver leadership training programs, facilitate and scale large and small group training, engagement, and interactive practices, both in-person and online.
- Attention to Detail and Accuracy: Demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to immediate performance improvement.
- Time Management: Meets productivity standards, sets and completes work in a timely manner. Strong organization and prioritization skills.
- Adaptability and Flexibility: Adapts to changes in the work environment, manages challenging demands and can navigate through frequent changes, delays or unexpected events.
- Dependability: Consistently at work and on time, follows instructions, responds to managements' direction.
- Excellent Interpersonal and Team Building: Works independently and within a team to achieve individual and department goals; Shares best work knowledge and practices freely and is open to coaching and feedback that enhances work performance.

Qualifications

Required

- Bachelor's degree in relevant field; master's degree in leadership development, education or related field preferred.
- Minimum of 5 years of progressively responsible experience, including at least three years of hands-on experience in leadership development, talent development, and the design, implementation, tracking and evaluation leadership

United Methodist Women is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds (men, women and especially United Methodist Lay) to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise. This position description is a guide to the primary duties and functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and may be revised to meet the changing needs of United Methodist Women at the sole discretion of management.

development programs.

- Demonstrated experience developing and coordinating multiracial, multicultural and multigenerational projects and events, particularly in leadership development, education, movement building, and women's gatherings.
- Excellent public speaking, presentation and facilitation skills, with strong verbal and written abilities. Ability to write quickly, concisely, accurately and effectively in English.
- Demonstrated ability to manage multiple priorities, work independently and perform well in deadline driven environment.
- Strong interpersonal and relationship-building skills, with a proactive approach to problem-solving and the ability to collaborate effectively as a team-player while also working independently.
- High level of professionalism, sound judgement and emotional maturity.

Desired

- Knowledge of, or experience with the mission, structure and program of United Women in Faith or comparable women's organizations.
- Membership in The United Methodist Church and knowledge of the polity, mission, and vision of The United Methodist Church and United Women in Faith.
- Proficiency in using Microsoft Office Suite, including Outlook, Excel, Word, and PowerPoint.
- Experience with using customer relationship management (CRM) systems, online community platforms, learning management system (LMS), and content management systems (CMS).
- Experience in designing curriculum and facilitating learning experiences for adult learners in both in-person and virtual environments.

Salary Range

\$90,000 - \$95,000

Benefits

This position is complemented with 10% 403(b) employer contribution, insurances for health, dental, LTD, Life, EAP, FSA, Vision, paid STD, Wellness Wednesday hour, self-care cash incentives, 4 weeks' vacation and other generous time-off benefits including Christmas week and August Fridays!

To Apply:

Send Cover/Resume to mclemmons@uwfaith.org with the subject line, {YOUR NAME: LEADERSHIP ROLE} by August 15, 2026.