



Programming Director: Interested candidates should submit resume and cover letter to SOTHcareers@gmail.com by August 8th. Information on Sanctuary on the Hill can be found at <https://thesanctuaryonthehill.org/>.

Position Overview

The **Programming Director** leads the strategic design, delivery, and scaling of veteran-centered programs at **Mission First** and **The Sanctuary on the Hill**. This pivotal leadership role ensures a holistic portfolio of services that helps veterans and their families successfully transition to civilian life by fostering community, restoring purpose, and providing long-term support.

The position currently reports directly to the **President of the Board of Directors** and delivers quarterly updates to the general board. Upon the hiring of an **Executive Director**, the reporting line will transition to that role, with board updates provided as necessary.

Role Impact

The Programming Director plays a critical role in delivering Mission First's vision. By leading these efforts, you will create a trusted, safe community where veterans and their families can heal, reconnect, and thrive.

Key Responsibilities

Program Strategy & Development

- **Govern property collaborations** by overseeing external contracted organizations providing on-site programs at The Sanctuary on the Hill.
- **Facilitate organizational synergy** among collaborators to maximize the efficient use of shared resources.
- **Curate core focus areas** spanning mental health and peer support, family wellness, life skills, career transition, and outdoor/experiential programming.
- **Cultivate strategic networks** with VA providers, regional nonprofits, corporate employers, and community organizations.
- **Translate programmatic data** into actionable insights to continuously refine and elevate program quality and content.

Program Operations & Engagement

- **Manage daily logistics** including scheduling, facility usage, and resource allocation across all Sanctuary facilities.
- **Enforce quality control** to guarantee absolute safety, consistency, and alignment with the Mission First brand.
- **Map participant pathways** that guide veterans and their families seamlessly between programs to maximize long-term growth.

- **Foster inclusive spaces** that cultivate a welcoming, community-driven, and supportive environment.

Staff & Volunteer Leadership

- **Assess staffing needs** proactively to identify gaps requiring employee or volunteer reinforcement.
- **Recruit, maintain, and support** a high-performing team of staff members and community volunteers supporting exemplary program personnel expectations.
- **Champion peer-led models** that intentionally engage seasoned veterans as mentors for incoming participants.

Measurement, Improvement & Alignment

- **Track key metrics** including veteran participation, programmatic outcomes, and satisfaction scores via internal and external data.
- **Evaluate agency satisfaction** among collaborating partners to eliminate barriers and optimize execution.
- **Report impact data** clearly and regularly to executive leadership and the Board of Directors.
- **Partner with Development** by supporting the Development Director in the promotion of programs and their outcomes to veterans and their families, current and perspective partner organizations, and donors.

Candidate Profile

- **Proven leadership experience** in designing, executing, and scaling community or non-profit programs.
- **Expert relationship builder** with a track record of driving multi-agency collaborations and community networking.
- **Deep cultural competence** regarding veteran experiences, military transition challenges, and available support systems.
- **Dynamic operational skills** with the ability to balance high-level strategy with daily, hands-on task management.
- **Mental health background** with applicable, professional experience in the development, implementation, and/or oversight of social programs.
- **Whole-person focused mindset** with experience or education in mind-body approaches to mental, physical, and emotional health
- **Mission-driven passion** for genuinely serving and empowering veterans and military families.

Success Measures

- **High participation rates** reflected in robust veteran engagement and multi-agency partner retention.
- **Measurable human impact** demonstrated through positive qualitative feedback and quantitative data.
- **Sustainable portfolio growth** achieved by scaling programs and expanding strategic community partnerships.
- **Optimized resource utilization** across all physical assets and facilities at The Sanctuary on the Hill.