

Position Description

Position Title: Director, Women Business Leaders (WBL)

Department: Young Business Leaders

Reports To: Executive Director, Young Business Leaders

Position Summary

The Director of Women Business Leaders (WBL) provides strategic, spiritual, and operational leadership for the WBL ministry, with a primary focus on reaching, evangelizing, and discipling working women in the Birmingham metropolitan area. This role is responsible for cultivating relationships with women in the workplace, developing and overseeing Bible studies and mentoring relationships, planning and executing ministry events, and advancing the mission and sustainability of WBL through leadership development, fundraising, and community engagement.

Key Responsibilities

Ministry Leadership and Program Development

- Implement and advance the strategic vision established by the WBL Board to evangelize and disciple women in the workplace throughout the Birmingham metro area.
- Build intentional, one-on-one relationships with women, fostering personal discipleship and deeper engagement in the ministry.
- Establish new small-group Bible studies and provide leadership, support, and accountability for existing groups.
- Recruit, equip, and support small-group leaders and mentors; coordinate ongoing training and development.
- Facilitate and oversee mentor/mentee relationships that support spiritual growth, leadership development, and vocational faithfulness.

Events and Engagement

- Plan, coordinate, and execute large-group events that are biblically based, professionally relevant, and accessible to working women.
- Identify, secure, and coordinate guest speakers aligned with the mission and values of WBL and Briarwood Presbyterian Church.

- Represent and advocate for WBL within the broader Young Business Leaders organization, Briarwood Presbyterian Church, and the Birmingham community.

Organizational Leadership and Governance

- Coordinate and facilitate, with the board chair, bi-monthly board meetings, including agenda preparation, follow-up on action items, and strategic planning.
- Provide leadership, supervision, and direction to the Assistant to the Director, ensuring alignment with ministry goals and operational excellence.
- Collaborate with church leaders, pastors, and partner organizations to promote WBL and strengthen ministry partnerships.

Fundraising and Financial Stewardship

- Develop and manage the WBL budget, establish financial support goals, and steward ministry resources responsibly.
- Secure and maintain financial support for the ministry, including donor cultivation, fundraising initiatives, and overall ministry support.
- Communicate regularly with donors through newsletters, written correspondence, and in-person meetings.

Communication and Outreach

- Oversee and contribute to WBL communications, including written materials, digital content, and social media presence.
- Ensure consistent messaging that reflects the mission and values of Women Business Leaders.

Position Requirements

Education and Experience

- Bachelor's degree preferred in business, human resources, communications, or a related field from an accredited institution; equivalent ministry or professional experience may be considered.
- Five to ten years of ministry experience, preferably involving leadership development, discipleship, or workplace ministry.
- Demonstrated biblical knowledge, leadership ability, and experience in evangelism and discipleship.
- Business or professional workplace experience strongly preferred, with the ability to relate effectively across levels of leadership.

- Experience in fundraising or demonstrated capacity to raise financial support for both ministry operations and personal compensation.

Knowledge and Skills

- Strong written and verbal communication skills.
- Proven leadership and management skills, including strategic planning and analytical thinking.
- Fundraising, marketing, and networking competencies.
- Ability to lead, motivate, and delegate effectively to board members, staff, volunteers, and ministry leaders.
- Ability to oversee the development, implementation, and maintenance of a meaningful and mission-aligned social media presence.

Personal and Professional Characteristics

- Demonstrates a Christ-centered life and integrates faith authentically in both personal and professional contexts.
- Self-motivated, innovative, and able to work independently.
- Creative, adaptable, and responsive to the needs of working women.
- Able to work effectively within an interdenominational ministry setting.
- Committed to servant leadership and relational ministry.