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Director of Programs

TWO-YEAR TERM

V3_08.17.2026

REPORTS TO

National Director of Programs

BACKGROUND

- Experience with event planning and project management
- Comfortable with vendor negotiation and contracts
- Track record of budget tracking and logistics coordination
- Ability to balance creative vision with financial responsibility

TIME COMMITMENT

Estimated: 5–7 hrs/week; 8–12 hrs/event month.

Real-world: Often 15+ hrs leading up to large events.

CHARACTERISTICS

- Organized, creative, and adaptable
- Strong negotiator and relationship builder
- Comfortable managing stress and deadlines
- Skilled in event planning and project management
- Attentive to detail without losing creative vision

ROLE SUMMARY

The Director of Programs curates and delivers the chapter's quarterly events that highlight WIPA's professionalism, inclusivity, and creativity. This role is central to the member experience and works closely with Sponsorship, MarComm, and Education.

GOAL

Delivering Events That Represent WIPA at Its Best

Plan and execute high-quality quarterly events, align programs with educational and networking goals, collaborate with Sponsorship and MarComm for seamless delivery, and elevate the chapter's reputation through meaningful experiences.

MOTIVATION

Creating the Chapter's Heartbeat

Directors are motivated by producing memorable events and creating spaces where members connect and learn. The role is often described as the chapter's heartbeat.

OPPORTUNITIES

Leaving a Legacy of Signature Experiences

Partner with marquee venues and vendors, integrate education, networking, and DEIB into events, and leave a legacy of creative, signature experiences.

CHALLENGES

Balancing Creativity With Budget and Logistics

A heavy time commitment, especially around events, managing budgets, logistics, and vendor relationships, and balancing creativity with financial responsibility.

KEY COLLABORATORS

Works closely with Sponsorship, MarComm, Education, Treasurer, and President.

Director of Sponsorship · **Director of MarComm** · **Director of Education** · **Treasurer** · **Chapter President**

WORKING STYLE CONSIDERATIONS

This role tends to draw on Present-Future thinking, with Past thinking supporting contracts, budgets, and vendor continuity. The work involves executing the run of show, guest experience, and logistics in real time, while curating signature experiences and building the chapter's programming vision forward.

This is a conversation starter, not a requirement. Strong Programs directors come from every thinking style, and this is one input among many as a volunteer explores the role.