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# IF Director/VP of Programming 2025

December 4, 2024

**Position Title:** Director of Programming/Vice President of Programs

Position Type: Full-time

Reports To: President

**Location:** Remote (within the United States)

**Compensation:** \$85,000 – \$105,000 annually (Director level) or \$110,000 – \$130,000 (VP level), plus 25% additional compensation for benefits.

## Position Overview

The Interactivity Foundation (IF) is hiring a Director of Programming who will help to align the strategic vision, development, execution, and assessment of mission programming with organizational goals. This includes overseeing program teams, maintaining and cultivating new partnerships, and advancing measurable impact.

This is a hands-on role, and the Director of Programming is expected to “lead by doing.”

The Interactivity Foundation’s mission is to bring people together in meaningful discussions that expand imagination, build social trust, and improve discussion skills necessary for everyday democracy. IF achieves this through educational programming that nurtures collaborative intelligence, nonpartisan capacity building in communities, and supporting exploratory discussions about emerging issues of public concern.

Learn more at [www.interactivityfoundation.org](http://www.interactivityfoundation.org)

## Responsibilities

- Governance & Strategic Leadership
  - Serve on the foundation’s three-person governance team, working collaboratively with the President and Vice President of Finances and

Operations to steward IF's mission, operations, programming, and operating budget.

- Program Development & Execution
  - Lead the enhancement and development of existing programs.
  - Ensure all programs are aligned with organizational goals and expand their reach.
  - Design and launch strategic pilots or programs that meet emerging needs and opportunities.
  - Support current program teams including the Sustained Discussion Program and Collaborative Discussion Program.
- Program Management & Evaluation
  - Support program managers in planning, managing, and evaluating programs, including the development of clear metrics and reporting strategies.
  - Develop and maintain processes for monitoring program success and identify areas for improvement.
- Community & Partner Engagement
  - Build and sustain partnerships with civic professionals, educators, nonprofit leaders, philanthropists, and community leaders.
  - Represent the foundation in media, public forums, conferences, and events to enhance visibility and strengthen networks.
  - Work with the Director of Communications to ensure programs are appropriately communicated to the outside world.
- Team Leadership
  - Mentor and support program staff, fostering professional growth and ensuring high performance.
  - Conduct timely performance reviews and offer ongoing feedback.
  - Provide oversight for program budgets, ensuring alignment with organizational priorities.
- Financial & Resource Management
  - Contribute to IF's financial sustainability by exploring alternative revenue streams based on programming, intellectual property, fundraising, or grants.

## Qualifications

- Minimum of 7 years (Director level) or 10 years (VP level) of experience in program development, implementation and/or leadership, preferably within civic engagement, public policy, or educational fields.

- Proven success in strategic planning, budget oversight, and team management.
- Strong communication, facilitation, and partnership-building skills, across a wide range of audiences.
- Commitment to civic dialogue, non-partisan democratic engagement, and inclusivity.
- Awareness and/or experience with individual, local, and civil society engagement strategies.
- Comfort working with and being part of a remote team.
- Ability to pitch new ideas and imagine new projects, events, or processes that advance IF's mission.
- Willingness to travel for occasional in-person meetings and events.
- Mindset of being creative and disciplined, independent and collaborative, exploratory and critically-minded, focused and expansive.
- Demonstration of relevant skills through education and/or practical work experience that includes facilitation, project management, and/or community building.

## How to Apply

Please submit a letter of interest and resume [here](#) ([https://docs.google.com/forms/d/e/1FAIpQLSdg5L\\_QTmv267u6U\\_kHcSexF5rwMgHFECE9hfT35PnTpCwcYg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdg5L_QTmv267u6U_kHcSexF5rwMgHFECE9hfT35PnTpCwcYg/viewform)).

This position will remain open until filled. For full consideration, please apply by January 3rd, 2025.

Questions can be directed to [office@interactivityfoundation.org](mailto:office@interactivityfoundation.org), Attn: Director of Program/VP of Program Position.

## Statement of Diversity, Inclusion, and Equal Opportunity

The Interactivity Foundation views diversity as foundational to democracy and to our mission to help strengthen and sustain our democracy through inclusive and robust civic discourse. IF is an equal opportunity employer and is committed to creating and sustaining an inclusive environment for all employees.

To learn more, please visit the Interactivity Foundation website at <https://www.interactivityfoundation.org>