



Position: Director of Programming & Partnerships

Reports to: Executive Director

Salary (Exempt): \$75,000/year

Benefits: Health Insurance, 401k with 4% match, PTO

Location: Vancouver, WA, with travel along the Columbia River system

Work Environment: Hybrid work environment. This staff member needs to be located in the Confluence service area, defined as the Columbia River system.

Supervisory Requirements: Supervises Education Team, including Classroom/Outdoors and Professional Development staff

About Confluence

Confluence is a community-supported nonprofit with the mission to connect people to the history, living cultures, and ecology of the Columbia River system through Indigenous voices. We work through six public art landscapes, educational programs and community gatherings in collaboration with northwest Tribes, communities, and the celebrated artist Maya Lin.

This position is located at the Confluence office at 1109 East 5th at the Fort Vancouver National Historic Site in Vancouver, Washington. Remote working is expected but many of the tasks need to be done at the office, generally on Tuesdays and Thursdays. Hours are flexible.

Confluence is an equal opportunity employer and we strongly encourage applicants of all backgrounds to apply, including Tribal members.

Director of Programs & Partnerships

The Director of Programs & Partnerships oversees the development, organization, implementation, and management of Confluence programming. This position works to provide mission driven, culturally relevant, respectful educational experiences for participants and partners, oversees program staff development and management, and plays a role in securing funding for programs.

Confluence programming includes public events, site interpretation, and educational programs for students, adults, and professional cohorts.



Roles and Responsibilities:

Programs

- Oversee the research, development, planning, implementation, and evaluation of all programs
- In collaboration with partners, plan programs from start to finish, including identifying processes, deadlines, and milestones
- Set strategic program goals and objectives and develop blueprints/strategies to achieve them
- Develop and manage program budgets and work with the Director of Operations & Finance to ensure fiscal responsibility
- Establish consistent, objective program performance standards of accountability

Partnerships

- Build and maintain close relationships with staff and Tribal, organizational, and community and business partners
- Cultivate existing relationships with partners with the goal of ensuring sufficient space and resources, and access to services
- Work with fundraising team to develop, track, and manage grant proposals and reports
- Ensure program and funding partners are involved in giving feedback in the design, implementation, and evaluation of new and existing programs

Supervision

- Manage all program staff, developing meaningful structures as staffing grows
- Develop and implement a system to evaluate the skill, experience, and professional development needs of program staff
- Implement a professional development program to address program staff experience and skill gaps
- Work with program staff to develop objective performance measurements to ensure consistent, high-quality evaluation and goal setting
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards
- Support the recruitment and hiring process
- Oversee training and orientation of all program staff

Qualities and Qualifications include:

- Understanding of Indigenous cultures, values, and lifeways, particularly of the Columbia River region
- Experience working in a values- and mission-driven organization
- A high level of self-awareness, strong communication skills, and belief in a collaborative approach to working



- Demonstrated experience in creating, maintaining, and navigating a diverse environment that advances equity and inclusion in every facet of the organization
- Comfort working in a diverse environment and working conditions
- Experience developing, implementing, and managing programmatic work
- Demonstrated experience managing program budgets
- Experience in program evaluation
- Working knowledge of grants management & experience with grant proposals and grant reporting processes
- Proficient in using all web-based platforms
- Be available to work nonstandard hours

Preferred Qualifications and Competencies:

- 5+ years in management leadership roles within nonprofit organizations.
- 3+ years in developing and managing budgets for nonprofit organizations.
- Exceptional interpersonal skills and emotional intelligence, and a collaborative, team-oriented work style.
- Pass a background check.
- Driver's License

How to Apply

Please send a cover letter, resume, and references to info@confluenceproject.org with the subject line "**Director of Programming & Partnerships**"

- **Priority Deadline:** April 1, 2025
- Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer

Confluence is committed to diversity, equity, and inclusion. We encourage applications from candidates of all backgrounds, particularly those from underrepresented communities and Indigenous Peoples.