



Programs Director

Convergence Center for Policy Resolution
Remote, ASAP

Convergence Center for Policy Resolution ([Convergence](#)) is the leading organization bridging divides to solve critical issues through collaborative problem-solving across ideological, political, and cultural lines. Since 2009, Convergence has brought together leaders, doers, and experts—many who never thought they could talk to one another—to build trusting relationships, identify breakthrough solutions, and form unlikely alliances for constructive change on seemingly intractable issues. [Convergence Collaboratives](#) address issues in the areas of Economic Opportunity, Democracy & Civic Engagement, and Health & Wellbeing. Through the [Convergence Learning Lab](#), we provide training and consulting services that inspire and equip leaders to effectively navigate conflict and build consensus.

We are seeking a Programs Director to join our close-knit team to design, lead, and facilitate Convergence Collaboratives and Convergence Learning Lab engagements.

Responsibilities

- Design impactful collaborative problem-solving and dialogue processes, including developing framing for dialogue, recruiting diverse stakeholders, managing subject matter expert consultants, and creating an arc of convenings that will build trust, develop consensus-based solutions, and foster constructive change.
- Design, facilitate, and manage project development and implementation following the dialogue process.
- Lead assessments, including designing interview protocols, interviewing stakeholders, convening focus groups/listening sessions/drilldown discussions as needed, and synthesizing resulting themes.
- Refine and implement a strategy for a portfolio of training and consultation services applying Convergence's methodology to inspire and equip leaders to effectively employ bridgebuilding and collaborative approaches to their organizations and communities.
- Design and deliver synchronous training and workshops that range from short training sessions to a multi-month cohort, including conflict coaching.
- Develop and maintain relationships with key partners.
- Coordinate with and support the advancement and operations teams in communicating about, fundraising for, and evaluating programs.



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Solving Problems. Sparking Hope.

- Coach, develop, and mentor program staff and interns.
- Contribute to and support the broader mission, team, and activities of Convergence.
- Other duties as assigned.

Preferred Qualifications

- Master's Degree in conflict resolution, public policy, public administration, or similar field or Bachelor's plus equivalent experience.
- 7+ years of experience providing collaborative problem-solving services including conflict analysis, meeting design, consultation, and meeting and dialogue facilitation to address highly contentious public policy issues.
- 5+ years of experience developing and delivering training on conflict resolution topics such as interpersonal skills, facilitation, dialogue, meeting design, conflict coaching, etc.
- 5+ years of stakeholder management experience, including engaging with organization executives, community leaders, philanthropic leaders, donors, and other high-profile individuals.
- 3+ years in a leadership position, including demonstrated ability to design and deliver impactful programming, manage a team, and meet the expectations of internal/external stakeholders.
- Excellent group facilitation skills, including on highly contentious topics, and deep knowledge of the social psychology of group dynamics, conflict, and conflict resolution.
- Outstanding project management and organizational abilities. Able to balance long-term goals and day-to-day demands, and capable of handling multiple projects simultaneously in a high-volume, fast-paced environment.
- Experience working on complex public policy and social issues with sound political judgement and sensitivity.
- Interest and ability to work with people of all backgrounds and ideologies.
- Excels in a highly collaborative work environment and ability to remain agile and flexible in response to emerging needs as a key part of our small team.
- Entrepreneurial mindset capable of aligning Convergence's strategic programming to support our growth strategy.
- Embodies the Convergence Workplace Overview described below.
- Fluent with commonly used office systems, such as Microsoft 365, Slack, Zoom, Bloomerang, SmarterU, etc. Comfortable learning new software and systems a plus.
- Exceptional written, verbal, and interpersonal communication skills.



Position Details

- **Compensation:** Salary will be based on experience, skills, and location with a target range of \$115,000-\$130,000 per year.
- **Reporting:** This position reports to Convergence's CEO.
- **Benefits:** Comprehensive benefits package, including health, dental, vision, disability, and life insurance, generous paid leave, 401k retirement plan, and a monthly stipend for work from home expenses.
- **Location:** All Convergence employees are remote. Candidates are welcome to apply regardless of location. Travel will be required to facilitate in-person meetings, trainings, or workshops and to attend Convergence staff retreats.

Convergence Workplace Overview

Convergence is a small but mighty nonprofit with a close-knit team of 10 full-time employees, 3-4 undergrad and graduate student interns, and several consultants. Our workplace is highly collaborative, flexible, resourceful, and relationships are at the core of what we do. Every member of our team plays a critical role in creating this positive workplace and has a passion for our mission, a strong work ethic, and remains flexible and agile in the face of changing priorities. We operate on strong communication and high trust, and are looking for someone that will embrace and enhance this culture.

How To Apply

Please email your application to jobs@convergencepolicy.org with "Programs Director" in the subject line. Applications should include: **(1) a resume**, **(2) a tailored cover letter** describing your relevant experience and specific interest in this position as well as your salary requirement, and **(3) a writing sample**. Please indicate where you saw the job posting in the body of your email. Applications will be reviewed on a rolling basis. No phone calls please.

Convergence values a diverse workplace and strongly encourages people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, people holding an array of political and worldviews, foreign-born residents, and veterans to apply. Convergence is an equal opportunity employer. Hiring decisions are made without consideration of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.