



Director of Programming — Job Description

The Viewpoints Project

About Us

[The Viewpoints Project](#) is a 501(c)(3) nonprofit dedicated to improving capacity for “curious disagreement” in educational settings. Through our college Viewpoints Fellowship, school-based consulting, and custom projects, we help students and educators build the skills to navigate hard conversations and strengthen civic culture.

Founding and History

Viewpoints was founded in 2023 by Shira Hoffer as a response to the collapse in dialogue on campuses nationwide following Hamas’s October 7th attack on Israel and the ensuing war. Initially the Institute for Multipartisan Education, this project grew into The Viewpoints Project, and Shira became its full-time Executive Director upon her May 2025 graduation from Harvard College.

Current Partners

Viewpoints is currently partnering with Dartmouth College and Elon University on the Viewpoints Fellowship - our flagship initiative — and is in advanced discussions to expand the fellowship to several other campuses across the country. The Fellowship is a year-long, peer-led program for campus club leaders designed to foster organic cultures of curiosity in campus organizations.

Separately, we are currently working with the Dalton School (NYC) and have worked with The Carroll School (MA), Crossroads Academy (NH), the Headwaters School (TX), and others, creating and running programs around “curious disagreement” for middle school and high school students and teachers.

Finally, we have run “curious disagreement” programming at national conferences, philanthropic institutions, and places of worship.

The Next Three Years

The next three years are expected to bring dynamic growth for Viewpoints, and for our Fellowship in particular. We anticipate scaling the Fellowship rapidly across the country, with a target of 15 campuses by 2028. This growth will require, and unlock, fundraising opportunities, including deeper relationships with foundations and other institutional funding sources.

About the Role

The Director of Programming will serve as the Executive Director's key collaborator in running the organization's day-to-day work. This role is dynamic and multi-dimensional and blends **program management**, **partnership development**, and **impact storytelling** through data analysis and grant applications.

The successful candidate will oversee the annual fellowship retreat, support mentors and fellows throughout the year, and adapt programming for middle and high school initiatives. They will strengthen systems for measuring and communicating impact, helping translate data and stories into meaningful insights for learning, improvement, and fundraising.

The position is expected to be half-time but could grow into a full-time position as the organization matures. Compensation will be commensurate with experience. The position is remote, though if the candidate is based in Boston, they may coordinate hybrid working hours with the Executive Director, also based in Boston.

Key Responsibilities

Programming & Fellowship

- Take the lead in planning and overseeing the fellowship retreat, including curriculum and schedule, recruiting fellows and mentors, and other responsibilities as needed.
- Support the mentors in the successful implementation of the college fellowship program over the course of the year.
- Support program design and adaptation as the fellowship grows.

- Adapt existing middle and high school programming for discrete projects in alignment with Scopes of Work.
- Take the lead on building and supporting a “training corps” of student volunteers across the country who can support with facilitation.
- Build and maintain an alumni database to create opportunities for engagement.

Evaluation & Impact

- Review and improve systems for measuring impact across programs (surveys, tracking tools, stories).
- Translate evaluation findings into data and narratives that support learning, improvement, and fundraising.
- Create concise reports and visuals for internal use, board updates, and grant applications.

Potential Additional Responsibilities

- Facilitate programs in middle and high schools, national conferences, and other partnerships
- Lead grantwriting, including drafting proposals, reports, and supporting materials.
- Oversee or coordinate social media, website updates, and Google Ads
- Contribute to newsletters and other communications that share organizational impact.

Job Requirements

- Bachelor's degree
- Proactive, responsive team player who brings structure, clarity, and momentum to a growing organization.
- Experience in nonprofit management, education, youth programming, or a related field.

- Experience in managing people or projects with multiple moving parts and stakeholders.
- Comfort using data and qualitative feedback to evaluate and improve programs.
- Skills in writing, editing, and storytelling—able to craft persuasive proposals and communicate impact.
- Collaborative, mission-driven, and eager to grow with an evolving team.
- Demonstrated experience in grantwriting and/or program evaluation.
- Bonus: experience with marketing or communications strategy.

Application Process

- Please send cover letter and resume to info@viewpointsproject.org
- Viewpoints provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type with regard to race, color, religion, age, gender, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.