Updated November 2026

Job Description: Senior Program Manager; Community Leadership

Location: Remote within rural Oregon, Washington, or Idaho, with a preference for candidates based in Central Washington, Eastern Oregon, Southeastern Washington, or Southwestern Idaho
Position Type: Senior Program Management, Full-Time, Exempt
Hiring Range: $70,000-$80,000 (DOE)
Reports to: Senior Director of Programs and Partnerships
Anticipated start date: Feb 1, 2027

About RDI

Rural Development Initiatives, Inc. (RDI) is a rural development hub organization serving communities across Oregon, Washington, and Idaho. We strengthen rural people, places, and economies through leadership development, small business growth and asset building, economic development strategies, and civic engagement.

Our community-based work gives us a close understanding of rural opportunities, challenges, and local leadership. We connect local knowledge across communities and with the broader systems that influence rural opportunity, helping communities build local capacity and inform the policies, funding, and decisions that affect them.

Position Summary

RDI is seeking a Senior Program Manager to provide leadership for its Community Leadership Services, strengthening the capacity of rural people and communities to lead, collaborate, and shape their own futures. This position combines program leadership, community relationship-building, and resource development to ensure RDI's programs are responsive to community needs, impactful, and sustainable.

The Senior Program Manager brings strong facilitation, program development, and relationship-building skills, along with the initiative to cultivate partnerships, identify funding opportunities, and build the support needed to sustain and grow this work. The position has primary responsibility for RDI's flagship Rural Community Leadership Program, while also supporting Spanish-language and youth programming in diverse communities and contributing to other capacity-building efforts across RDI.

Drawing on deep engagement with rural communities and an understanding of local leadership development, this person will also help shape the future direction of RDI's Community Leadership Services and contribute to the organization's broader program strategy.

Key Responsibilities

This position advances RDI's mission and strategic plan through the following responsibilities:

Program Management, Coordination and Evaluation

- Lead assigned programs from planning through delivery and evaluation, managing scope, timelines, budgets, staffing, deliverables, and quality.
- Develop and implement funding strategies, identify prospective funders, cultivate funding relationships, and contribute to grant proposals and other funding requests.
- Manage program budgets, grant requirements, reporting, and funder relationships in coordination with RDI leadership.
- Oversee program logistics and participant communications for effective in-person and virtual delivery.
- Evaluate participant learning and program outcomes to identify opportunities for improvement.
- Provide direction, coordination, and support to program staff, facilitators, and contractors, and supervise staff if assigned.

Program Design and Delivery

- Design, deliver, and adapt high-quality, experiential, and culturally responsive curricula and programs that reflect participants' cultures, experiences, and community contexts.
- Facilitate experiential learning and mentor local leaders to strengthen leadership skills, collaboration, and community-centered action.
- Design and facilitate complex group processes that bring diverse perspectives together, navigate differences, and build shared understanding and agreement around community priorities.
- Cultivate and support local leadership teams and program alumni, using participant and community feedback to adapt programming and sustain engagement beyond the program.
- Lead leadership development content and learning design for the biennial Regards to Rural conference, coordinating with colleagues responsible for logistics and delivery.
- May deliver training or consult on curriculum design in other RDI service areas, such as civic engagement or rural wealth building, in English or Spanish.

Community Relationships, Outreach, and Partnerships

- Build and maintain trusted relationships with community leaders, local organizations, host organizations, program funders, and regional and state partners.
- Plan and carry out outreach and recruitment to bring diverse community members into programs and support their participation through completion.
- Develop partnerships with culturally specific organizations serving Latino, youth, low-income, and other diverse communities to coordinate resources and strengthen program delivery.
- Cultivate relationships with community partners, local businesses, philanthropic organizations, and other potential supporters to build local support, identify funding opportunities, and leverage resources.
- Represent RDI in regional and statewide networks and partnerships that advance community leadership development and strengthen RDI's visibility.

Program and Organizational Strategy

- Assess community needs, program effectiveness, and emerging opportunities; recommend improvements, new approaches, and areas for growth.
- Bring insights from participants, community partners, evaluation, and emerging practice to inform the evolution of RDI's Community Leadership Services.
- Contribute to RDI's broader program strategy and organizational planning, identifying opportunities to strengthen program relevance, reach, and impact.

Administrative and General Duties

- Contribute to a diverse, collaborative, and welcoming team environment, promoting respect, inclusion, and cultural responsiveness. Occasionally moderate or facilitate staff meetings.
- Maintain RDI's core organizational competencies and follow financial project management guidelines outlined in the Employee Handbook.
- Support RDI's commitment to justice, diversity, equity, and inclusion.
- Perform other duties as assigned.

Key Qualifications and Skills

These qualifications describe the experience, skills, and perspectives that will help someone succeed in this position. We welcome diverse professional, community, and lived backgrounds.

- Program and project management: Three to five years managing programs or projects, or equivalent experience leading work from planning through delivery and evaluation. Strong organizational and prioritization skills.
- Facilitation, training, and curriculum design: Experience designing and delivering experiential learning programs and facilitating complex group processes. Ability to navigate differing perspectives, build shared understanding, and support collective action.
- Relationship-building and cultural responsiveness: Ability to build trust and productive partnerships across cultures and perspectives. Experience with Tribal, Latino/Hispanic, and other diverse communities valued. Bicultural experience and Spanish proficiency are a plus.
- Funding development and resource cultivation: Ability to identify funding opportunities, build funder and community relationships, and contribute to grant proposals and other funding requests.
- Rural community development: Understanding of rural opportunities and challenges, commitment to rural communities, and belief in the ability of local people to shape their futures. Pacific Northwest experience valued.
- Strategic thinking and initiative: Proactive problem solver with sound judgment, adaptability, and ability to take ownership with limited supervision.
- Evaluation, adaptability, and professional growth: Ability to assess outcomes and feedback to improve programming. Attention to detail, reliable follow-through, flexibility, and commitment to learning.
- Communication and technology: Strong written, verbal, and presentation skills. Proficiency in Microsoft Office; virtual meeting, delivery and collaboration tools, and other management tools.

Work Environment

This position is primarily home-office based. Preference is for candidates in Central Washington, Eastern Oregon, Southeastern Washington, or Southwestern Idaho, with reasonable access to a major or regional airport. Travel throughout the Pacific Northwest (35–40%) and occasional out-of-state travel are required. A reliable vehicle and clean driving record are required.

Work schedules include evening and weekend hours, varying with program demands. On average, this may include one evening and one to two weekends per month, with flexibility to adjust weekday hours. Occasional long days may be necessary to meet deadlines.

Mandatory participation in the Regards to Rural Conference, in-person staff retreats, and virtual staff meetings is required. Compliance with RDI's Youth Protection Policy, including background screening, is also required. Physical requirements may include bending, pushing, pulling, grasping, and lifting up to 35 pounds

What We Offer

RDI offers a 36-hour work week and comprehensive benefits, including health, vision, and dental insurance. Employees are eligible for employer 401(k) contributions after six months. Additional benefits include AAA Plus membership, travel child/pet care reimbursement, generous PTO, 11 paid holidays, and up to 12 weeks of paid family/medical leave through state programs and short-term disability. We provide on-the-job training, ongoing professional development, monthly phone/internet stipends, a 2.5% bilingual/cultural premium (Tribal or Spanish), and a sabbatical after ten years of service.

Terms of Employment

Successful candidates must provide proof of eligibility to work in the United States, comply with RDI's youth protection policy, including disclosure of any substantiated findings or ongoing investigations related to sexual misconduct as required by RCW 28B.112.080, and pass a criminal background check which will be considered in determining eligibility but does not automatically disqualify a candidate.

NOTE: This is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of RDI are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

Application Process

Please submit by November 30, 2026, at 8:00am PST* (Incomplete applications not considered) • Cover letter • Resume • Professional writing samples	Email to: hr@rdiinc.org Mail to: 91017 S. Willamette St. Coburg, OR 97408

*Please note that the application deadline is subject to change. The position may close sooner than the deadline listed based on the number of applicants.

In your cover letter, please tell us what draws you to RDI and this position. Share a specific experience that shaped your interest in serving rural communities, facilitating community processes, or related work.

Applications will be accepted until November 30, 2026, at 8:00 AM PST. The deadline is subject to change, and the position may close earlier depending on the volume of applications. Initial interviews will be conducted via Zoom. Final interviews will take place either in person or via Zoom.

If you have questions or need assistance during the application or search process, please contact Bryan Baker at hr@rdiinc.org.

Requests for Reasonable Accommodations

RDI is committed to providing reasonable accommodations to applicants with disabilities and pregnant applicants throughout the application and interview process. To request an accommodation, please email hr@rdiinc.org with the subject line "Reasonable Accommodation Request."

Commitment to Inclusive Hiring Practices

Research shows that people from historically marginalized communities may be less likely to apply for positions unless they meet every listed qualification. If you are excited about this opportunity but are unsure whether your experience fully aligns with the qualifications, we encourage you to apply. We recognize that valuable experience and skills come in many forms and welcome the opportunity to learn how your background, perspective, and talents could contribute to RDI's work.

Rural Development Initiatives is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion or belief, gender, pregnancy, national origin, citizenship, marital or domestic partnership status, sexual orientation, gender identity or expression, age, disability, military or veteran status, physical characteristics such as height and weight, or any characteristic protected by federal, state, or local law.