



Montana Natural History Center

Connecting People with Nature

120 Hickory Street, Suite A
Missoula, MT 59801
406.327.0405
MontanaNaturalist.org

Program Director, Montana Natural History Center

Position title:	Program Director
Start date:	June 1, 2026 or as soon as possible (negotiable)
Position category:	Full-time exempt, 40 hours/week
Compensation:	\$58,000-\$62,000 DOE
Benefits package:	Paid vacation, holidays, and sick leave Medical/dental/vision/life insurance Retirement with 1% match
Hiring timeline:	Open until filled

About Us:

MNHC (est. 1991) fosters appreciation, understanding, and stewardship of the natural world through education. We connect people of all ages to Montana's ecosystems through summer camps, adult courses, school programs, field days, evening lectures, and a vibrant exhibit center exploring our region's wildlife, geography, and natural history.

MNHC does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age, marital/familial status, disability, sexual orientation, and gender identity or expression.

Position Summary: The Program Director provides leadership, coordination, and oversight across all program areas. This role ensures that we continue to provide diverse, quality programs; supports our talented and hardworking staff; and keeps our programming aligned with our organizational goals while establishing clear decision-making and planning structures. The Program Director is part of the leadership team and works closely with the Executive Director (ED) and Development Director (DD). We are seeking an experienced and thoughtful leader with a passion for natural history education to step into this integral and essential role.

Role Intent:

This position is a leadership role, not a program delivery role. The focus is on oversight, coordination, and decision-making rather than direct execution.

Supervises:

- Collections Manager
- School Programs Coordinator
- Museum Youth Programs Coordinator
- Community Programs Coordinator
- Seasonal educators, instructors, interns, and other program staff as assigned

Key Responsibilities:

Program Oversight:

- Oversee all program areas, including education, museum programming, and outreach
- Ensure consistency, quality, and alignment across programs
- Ensure program and exhibit planning is integrated into broader program timelines and organizational priorities
- Partner with staff to develop a clear, forward-looking exhibit and program strategy
- Support staff in identifying, developing, and acquiring exhibit content and materials
- Support proactive planning and ongoing communication

Staff Supervision & Leadership:

- Supervise program staff, including coordinators and educators
- Provide clear expectations, guidance, and performance feedback
- Support staff in prioritization, workload management, decision-making, and supervising
- Establish planning timelines for programs, marketing, and operations, in collaboration with ED & DD
- Clarify ownership of program responsibilities across staff
- Facilitate regular programming team meetings focused on planning and alignment
- Serve as primary decision maker for program-level questions and adjustments
- Ensure appropriate escalation of decisions when needed

Fundraising & Development:

- Coordinate with ED and DD on program-related funding needs
- Provide Development Director with program information when requested (to support grant writing and other development)
- Support alignment between programming and fundraising priorities
- Collaborate with coordinators and Executive Director to build the annual budget

Minimum Qualifications and Requirements:

- Minimum 3–5 years' experience in program leadership or management in a similar setting
- Prior experience delivering environmental education programs, with demonstrated progression into leadership and oversight responsibilities
- Experience supervising, coaching, and developing staff
- Proven ability to lead teams and oversee multiple program areas or initiatives
- Experience supporting staff in planning, prioritization, and decision-making
- Strong organizational leadership, communication, and interpersonal skills
- Ability to establish systems, timelines, and cross-team coordination
- Bachelor's degree or equivalent experience required; Master's degree or equivalent experience preferred
- Willingness to work occasional evenings and weekends

To apply:

Send a letter of interest and your resume to Marilyn Marler at mmarler@montananaturalist.org, with subject line "Program Director application." Include names and contact information for 3 professional references.