



Job Description

Revised June 2026

Position Title: Administrator

Salary: \$70,000 - \$80,000

Status: Full-time / Salaried / Regular / Exempt

Reports to: Director of Knowledge and Systems

About Us

Catalyst of San Diego & Imperial Counties is a network of funders who are working to build an equitable, impactful, and collaborative social change ecosystem that improves the lives of all residents in California's Southern Border region. With more than 40 years of history as a nonprofit, we bring a network of 100 funders together to learn, lead, and invest in addressing our region's most pressing issues, and we do it all with equity squarely at the center of our work.

While our geographical footprint is distinctly local, together with our partners SoCal Grantmakers and Northern California Grantmakers we form Philanthropy California, a unified statewide voice for the philanthropic sector. Want to work with funders of all sizes to influence equitable funding practices in our region? Join our dynamic team.

About the Role

The Administrator plays a central role in ensuring the organization runs smoothly day-to-day while delivering high-quality experience for members, partners, and staff. This role blends administrative execution, digital communications support, and operational coordination. The ideal candidate is highly detail-oriented, proactive, and takes pride in ensuring nothing falls through the cracks. In all aspects of their work, they connect the details to the bigger picture to create an experience with the end-user in mind, regardless of audience. They are comfortable working across systems, managing multiple priorities, and serving as a reliable hub for internal coordination and external communication. They also enjoy working in a small organization that requires operating across departments and collaborating with colleagues at all levels.

Essential Duties

Administrative & Operational Support (40%)

- Manage organization-wide scheduling, including active calendar management for a busy CEO and ownership over suite-wide conference room calendar requests
- Coordinate meeting logistics, including room scheduling and catering and some notetaking
- Proactively maintain office operations, including supplies, mail processing, and suite upkeep
- Support staff and board engagement activities (events, outings, internal gatherings, staff meetings)
- Manage document retention and digital file organization (e.g., Box)
- Maintain shared calendars (Outlook), ensuring events and key dates are accurate and up to date and ensuring consistent staff-wide use
- Coordinate general inquiry channels, including the info@ inbox and main phone line, directing queries and responding promptly

Communications & Member Engagement Support (35%)

- Update Catalyst's website, including creating event pages and maintaining the job board.
- Draft and manage administrative elements of Catalyst's biweekly newsletter
- Organize and maintain Catalyst's digital asset library.
- Coordinate sponsor benefit fulfillment for events and programs, operating in collaboration with communications and fundraising staff
- Provide general administrative support for the communications team and assist with additional projects as needed

CRM & Data Management (Salesforce) (25%)

- Maintain accurate and up-to-date contact and account records
- Track membership dues and engagement (attendance records and meeting notes) in CRM and run reports for staff
- Enter and track new opportunities, including pledged and received revenue, operating independently based on inputs shared by other staff and seeking additional inputs proactively when needed
- Generate acknowledgment letters and support donor/member communications
- Maintain and update listservs and distribution lists
- Generate invoices and support payment tracking in coordination with membership, finance, and fundraising staff



- Support basic donation tracking and documentation processes, including conducting regular reconciliation between CRM and financial reports

All other duties as assigned.

What Success Looks Like

- Calendars, systems, and records are consistently accurate and up to date
- Meetings and events are scheduled with a holistic experience in mind
- Members and partners experience timely, thoughtful, and high-quality interactions
- Details and potential conflicts in priorities are anticipated and handled before they become issues
- Internal team members feel supported and can rely on this role to “close the loop”
- Work is accurate, timely, and a consistent high level of quality

Qualifications

- Proactive mindset.
- Detail oriented. Notices when, visually, things look inconsistent.
- Strong proofreading and quality assurance skills.
- Ability to prioritize and manage tasks independently.
- Effective at voicing questions when clarity on a task is needed and communicating about capacity.
- Thrives in a lean environment with considerable autonomy.
- Comfort working in a small team and working across all levels and departments of the organization.
- Ability to work in a hybrid environment. Has strong self-motivation and ability to get work done to a high standard while working remotely or in-person; is responsive and comfortable adapting to communication channels leveraged for hybrid work.
- Strong passion for considering the end-user and centering people in the work. Has the ability to see how the tiny details add up and connect to the bigger picture.
- Impeccable follow-through to see tasks through to completion.
- Outstanding customer service skills. Has curiosity and interest in building relationships with our members.



- Well-versed in technology systems and quick learner of new systems. Enjoys continuous learning, trying new technologies and platforms.
- Comfort with and ability to work within ambiguity and, at times, shifting priorities.
- Delights in accomplishments, large and small.
- Interest in nonprofit work and contributing to a small, values-driven organization.
- Alignment with Catalyst's mission, values, and collaborative workplace culture.
- Able to attend gatherings and events throughout San Diego and Imperial Counties, as needed.
- Access to reliable transportation.

Schedule and Location

Catalyst practices a four-day work week in which full-time employees work 32 hours, rather than the more common 40 hours. This is a full-time, exempt staff position expected to work 32 hours/week, on average. Typical business hours are Monday-Thursday between 8:30am-5:00pm but work will occasionally take place outside of those times to accommodate organization or community needs and to meet deadlines. Catalyst is closed Friday-Sunday.

Our organization uses a hybrid work model, with all staff working in the San Diego office on Wednesdays but otherwise working from home or out in community. The office is open Monday-Thursday for optional use.

Compensation and Benefits

Catalyst offers a generous benefits package that includes annually 12 paid vacation days (e.g. 3 weeks), 16 wellness/sick days, and office closure the last week of the year; health (medical/dental/vision) benefits; a retirement plan (403b) contribution of 5% of salary independent of employee contribution; and flexible work hours and location. We also offer generous sabbatical, bereavement, and family leave programs.

Catalyst ensures all staff have the necessary tools to successfully work remotely from their home or locations in the community. As such, Catalyst provides all staff members with a computer and any necessary related technology (such a mouse and/or keyboard),



relevant software and subscriptions for core job functions, a Catalyst phone number that can be accessed through an online platform, and a monthly technology stipend (\$60).

To Apply

Submit a cover letter describing your interest and qualifications along with your resume/CV in [this form](#) by 3:00pm PST on Thursday, July 31, 2026. We expect to begin interviews in August. All applicants will be notified of their status by October.

If you have a specific question about this role that is not addressed in the job description, please address them to apply@catalystsd.org and we will do our best to respond in a timely manner. While we appreciate your enthusiasm, please do not reach out simply to alert us to your interest – your application will make that clear!

Catalyst of San Diego & Imperial Counties values a staff that includes perspectives from the diverse population of our region and the organization provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military.