



Program Manager, Creative Corps “Far South/Border North”

Status: Part-time temporary staff, Non-Exempt

Compensation: \$54/hour

Reports to: Ashley Miller

Schedule: 15 hours/week, with schedule to be determined with employee and may require morning, evenings, or weekends to conduct community meetings

Duration: January 3, 2023 – September 30, 2024 (21 months)

ABOUT THIS PROJECT

Catalyst of San Diego & Imperial Counties (Catalyst) connects and activates funders to learn, lead, and invest in our community. We envision an equitable, collaborative, and impactful social change ecosystem that improves the lives of all residents in our region. We champion equity and opportunity by influencing philanthropy and other social investors to intentionally address systemic bias that prevents people and communities from reaching their full potential.

In 2022, the City of San Diego, through the Commission for Arts and Culture, was awarded a State of California grant to administer the pilot California Creative Corps program for San Diego and Imperial Counties. Catalyst will enter into a 21-month, \$4.6MM contract with the City of San Diego to serve as the lead for this grantmaking effort. The intent of the program, called “Far South/Border North: Artists and Cultural Practitioners in Community” (FSBN), is to develop opportunities and build infrastructure for the creative workforce to contribute to social impact areas: social justice, public health, energy and water conservation, climate mitigation, and civic engagement.

Grants totaling \$3.8M will be made to support artists and cultural practitioners who will produce media, outreach, and engagement campaigns that focus on the needs of communities in the lowest quartile of the California Healthy Places Index in San Diego and Imperial Counties. Additional grants will support grantmaking and nonprofits that act as subject matter support to artists.

As part of the support network, Catalyst will work with the San Diego Arts & Culture Coalition as a sub-contractor to conduct selection and award dispersal to artists, including applicant cultivation, outreach, and technical assistance. Catalyst will directly grant-make to five social impact hubs that will provide mentoring in the impact areas described above through convenings, trainings, networking, and other opportunities for artists and cultural practitioners.

This activity is funded in part by the California Arts Council, a State agency.

ABOUT THIS ROLE

Catalyst seeks a program manager for the Creative Corps Far South/Border North program. The program manager is the point person within Catalyst for advancing this project and will liaise with the five social impact hubs, the San Diego Arts & Culture Coalition, the City of San Diego Arts & Culture Commission.

Essential duties

Support social hubs through convenings and individual support

- Support the hub grantee selection process, including application design, applicant promotion and support, grant committee support, grantee selection, and grant administration (agreement and payments); note, this process is currently underway
- Implement a grantmaking process that prioritizes the selection of hubs that are connected to currently and historically marginalized communities as relates to the grant objective, e.g., Imperial County, Indigenous communities, Black artists
- Serve as primary liaison to social hubs, including communications and reporting support; train hubs and ensure hubs participate in training, conduct outreach, prepare a grantee mentorship plan, develop grantee resources, hold convenings, and support public impact event(s)
- Keep social hubs advised of all tracking and reporting requirements and provide support to develop and maintain systems to collect and submit qualitative and quantitative data; ensure reports are submitted timely and complete
- Plan and execute 4-6 convenings with social hubs, including logistics and speakers/workshops, based on grant and social hubs needs

Support artists and culture bearers

- Work closely with the San Diego Regional Arts & Culture Coalition on application design, applicant promotion and support, grant committee support, grantee selection, and grant administration (agreement and payments)
- Advocate for processes that prioritize support to currently and historically marginalized recipients as relates to the grant objective, i.e., Imperial County residents, Indigenous people, Black artists
- Monitor and support engagement of artists with social hubs

Maintain strong positive relationship with City of San Diego

- Ensure compliance with and fulfillment of Catalyst's contract with the City of San Diego
- Collect and consolidate all reporting information, as well as required grantmaking and financial documentation
- In consultation with Director of Operations and/or CEO, complete and submit timely and complete monthly reports and interim and final performance reports to City by or before the deadlines
- Advocate for needed changes to support effective reporting and support to social hubs and artists

Work with Catalyst team

- Keep staff up to date on developments in City relationship and social hubs' satisfaction and program implementation success, challenges, and adaptations

- Repurpose reporting to provide content for communications
- Support outreach to funders to develop supplemental resources for the project
- Ensure accurate financial information is collected and communicated to finance team

Advance the social justice and arts and culture objectives of this grant through deep connection to impacted communities

- Maintain a meaningful relationship with all social hubs and, to the extent possible, understand the circumstances that they seek to address and community they support

Other duties as assigned

Qualifications

The ideal candidate will be skilled in multiple of the following:

- Management of grants including adherence to reporting requirements and deadlines
 - Experience with public funds is especially relevant
- Manage multiple relationships, including providing culturally competent support to achieve project goals, manage finances, and timely, complete reporting
- Grant budget design and reporting
- Effective communication across a variety of cultures
- Community engagement that develops trust and authentic, long-term relationships
- Experience in aspects of this program is not required but will be particularly relevant
 - Arts and culture program design and delivery
 - Public awareness campaigns related to health, environment, and social justice
 - Understanding of issues in communities in the lowest quartile of the California Healthy Places Index
 - Authentic connection to and experience in Imperial County and/or Indigenous communities

Timeline

This position is expected to begin in January 2023 and conclude in September 2024. The position is funded through September 2024 and any continuation of the role is dependent on additional dedicated grant funds.

Schedule

This is a part time, temporary, non-exempt position. The anticipated schedule is 15 hours/week on average, occasionally fluctuating based on the reporting and convening cycles described above. A mutually agreed upon weekly work schedule will be established upon hiring. Typical business hours are Monday-Friday between 8:30am-5:00pm but work may take place outside of those times as needed to accommodate community needs and to meet deadlines. Travel between Imperial and San Diego County will be required.

COVID-19 VACCINATION POLICY AND RELATED PRACTICES

Catalyst requires that all staff members be fully vaccinated against COVID-19 and its variants, including any boosters recommended by the FDA and Centers for Disease Control and Prevention (CDC). Proof of vaccinations must be provided. An individual is considered fully vaccinated 14 days after receiving the final dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FSA for use in the United States or by the World Health Organization. Catalyst will waive its vaccination requirements, including recommended boosters, for religious or medical reasons.

Staff are currently using a hybrid work model, with the office open Monday-Friday for voluntary use. All full-time staff work from the office on Wednesdays. When in the office with others, we wear masks in shared areas.

TO APPLY

Please provide a summary of your interest and relevant experience/qualifications in your preferred format. (We encourage you to use materials you have used to apply to other positions if they are applicable to this position.) Catalyst will begin reviewing responses on immediately with the goal of extending an offer of employment by February 2023.

Please send materials to apply@catalystsd.org and direct any questions to Ashley Miller, Operations Manager, at ashley@catalystsd.org or 858-263-0815.

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.