

## JOB DESCRIPTION

### Director of Programs & Learning

Reports to: Director, Programs & Learning

Type: Full-time exempt

Compensation: \$80,000-100,000

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 THIS ROLE

Catalyst seeks a Director of Programs & Learning who exemplifies our values of learning, impact, and courageous thought leadership and will thrive in a fast-paced, teamwork-oriented nonprofit environment. The Director will develop and implement high quality, compelling learning experiences (in-person and virtual) for a diverse and sophisticated membership base in the multi-national region of Baja California and San Diego and Imperial Counties. They will identify and implement strategies to foster member engagement, new member interest, and community impact. Under the direction of the Vice President of Programs & Initiatives, the Director will produce program and conference content and support peer networking and collaboration to strengthen effective philanthropy and impact investing in our region, always championing equity. They will work in close conjunction with other members of the team to incorporate themes from our funder and cross-sector collaborations and advance funders' connection to and alignment with community-led initiatives.

#### **Essential Duties and Responsibilities:**

The Director of Programs & Learning leads implementation of all member learning engagements. The role requires someone who enjoys interacting with people on a daily basis, can balance numerous projects at once, and is equally content to pour through registration lists to create nametags and stand in front of a crowd to deliver research findings. They are always a step ahead in the office, staying in touch with operations, communication, and program staff and external partners.

## Programs (70%)

Leads the implementation, logistics, and design of engaging and member learning experiences about best practices and emerging trends in philanthropy and impact investing, as well as critical information about challenges and solutions related to regional and philanthropic issues.

### *Program Development:*

- Works closely with the VP of Programs & Initiatives to develop the annual program schedule and ensures that staff, member, partner, community, and nonprofit voices are incorporated.
- Supports the design, structure, content, and implementation of the annual program schedule and other programs that arise during the year.
- Plays a key role in annual full day conference as a thought partner in the planning process and implementer leading up to and during the conference day.
- Incorporates adult learning concepts into program design, including agenda co-creation, peer learning, and practical application of concepts. Deploys relationship building strategies to keep members connected to learning and to each other.
- Identifies and develops innovative ways to utilize peer-learning, technology, and immersive experiences (e.g., site visits, community event participation) to offer alternative learning environments
- Works with Manager of Communications to extend access to content beyond its initial delivery.
- Ensures that learning opportunities are available throughout the region by identifying geographically diverse spaces to host events and utilizing technology for remote learning options.
- Provides logistical support for remote and hybrid meetings, including technology, setup, day-of management, and troubleshooting.
- Works with Manager of Communications to ensure program topics and themes are clearly reflected in external Catalyst communications, social media, and relevant campaigns, as well as to identify areas for highlights and deeper narrative work.
- Works with the communications and member engagement team to implement audience development strategies and ensure timely development and distribution of key communication materials for programs and conferences.

### *Speaker and Panelist Selection:*

- Supports the identification of impressive, inspirational speakers and topics. Serves as liaison with program speakers to ensure they are prepared for sessions and achieve program objectives.
- Supports in the identification and cultivation of local, state, and national partnerships with members, subject matter experts, and other philanthropy serving organizations so Catalyst can enhance its learning sessions and conferences in coordination with others.

- Keeps up with best practices and best speakers in philanthropy and impact investing and maintains awareness of community, state, and national issues and member priorities.
- Working with operations and finance staff, completes documentation and requests to ensure timely payments to speakers, vendors, and others

### **Funder Collaboratives (20%)**

- Facilitates approximately 4-6 quarterly funder collaborative issue-based group meetings and provides strategic direction to ensure a forward movement and alignment with Catalyst values and initiatives (e.g. Binational Migration Funders).
- Serves as Catalyst lead for Philanthropy CA Programs & Collaboration joint staff team to co-create learning opportunities for our combined statewide membership.

### **Philanthropy CA (5%)**

- Attends Philanthropy CA subgroup meetings and acts as thought partner and collaborator in state-wide program offerings
- Ensures that Philanthropy CA content is relevant and inclusive of Catalyst member areas of interest/concern.

### **Organizational collaboration (5%)**

- Works with Director of Engagement and Impact to collect and report member feedback and ensure feedback is reflected in future program development.
- Works closely with Director of Engagement and Impact to ensure seamless logistical planning and support for annual conference.
- Participates in organizational discussions, meetings, and projects
- Work with other program managers and directors to develop content highlighting topics like Stop the Hate, Far South Border North, and Imperial Valley
- All other duties as assigned.

### **Qualifications and Requirements:**

- Experience in the nonprofit, philanthropic and/or community benefit sector
- 10+ years of experience and demonstrated success in developing and implementing programming and events.
- Experience in program development, group facilitation, adult learning, and network building required.
- Top notch organizational skills with an ability to work under deadline on multiple projects using solid project management and planning expertise required.
- Strong attention to detail; both a creative thinker and a skilled implementer.
- Proven capacity to quickly learn new things.
- Excellent writing and research skills.
- Excellent interpersonal skills and emotional intelligence.
- Strategic thinker
- Ability to work both independently and collaboratively as a part of a small team.

- Passion for the wellbeing of all people in the binational region and grounding in an equity framework
- Connection to communities throughout San Diego and Imperial Counties highly preferred.
- Familiarity with Microsoft Office, Salesforce or other customer relationship databases, and Asana or other project management platform.
- Ability to reliably and regularly travel throughout San Diego and Imperial Counties.

## COMPENSATION & BENEFITS

Catalyst offers a generous benefits package that includes vacation days plus end-of-year office closure, 16 days sick/wellness time, health (medical/dental/vision), 5% retirement (403b) contribution independent of employee contribution, and flexible work hours and location.

## TO APPLY

Please submit a letter describing your interest and qualifications to: [apply@catalystsd.org](mailto:apply@catalystsd.org). You may also include a resume and examples of your work or portfolio as you see fit.

We will begin reviewing applications on 2/2/24 and interviews are planned to be scheduled starting the week of 2/12/24.

If you have a specific question about this role that is not clarified in the job description, please email [apply@catalystsd.org](mailto: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.

*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.*