



Job Description

July 2025

Position:	Director of People and Culture
Status:	Full-time, exempt
Reports to:	Senior Director of Operations
Salary:	\$90,000

About Us

Catalyst of San Diego & Imperial Counties (Catalyst) is a 501(c)3 nonprofit network for organizations and individuals that give strategically and significantly to multiple nonprofits each year. Our membership includes foundations, corporate philanthropy programs, giving circles, donor advised funds, grantmaking public charities, government funders, philanthropy advisors, impact investors and individual philanthropists. By providing opportunities for learning, collaboration, and advocacy, we increase the impact of our members' charitable giving and its ultimate benefits to society. Our mission is to connect and activate funders to learn, lead, and invest in our community.

In the last three years, our organization has grown from six staff members to fourteen, and we are at an exciting place in our growth journey. We are a care- and human-centered organization anchored in our [mission and values](#). Catalyst is hiring our first dedicated head of people and culture to help guide and nurture our individual and organizational development. The ideal candidate will be an enthusiastic cultural steward with a love for humans and relationships, while also having a keen eye for process and compliance. We are eager to take this next step to enable our people and organization to thrive.

Essential Duties

The Director of People and Culture manages the employee experience, organizational culture, and human resources. This role will oversee all aspects of recruitment and retention, cultivate organizational culture, support professional development, and be the primary administrator for payroll, benefits, and compliance. The Director of People and Culture ensures that Catalyst can provide the highest level of service to our members and community while complying with relevant laws and regulations and cultivating a workplace that supports a healthy, connected team.

People-centered strategy (40%)

- Develop and execute human resources strategies that support the overall mission

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- Lead talent recruitment, onboarding, and offboarding. This includes arranging and tracking trainings required by law; trainings on relevant company platforms, software, and processes; and introductory meetings with staff members
- Manage performance review process, career development planning, and employee performance across the organization
- Oversee learning and development programs that enhance employee skills, career growth, and leadership development

Organizational culture (20%)

- Guide and nurture the organization's culture to reflect its values and mission
- Implement initiatives that support employee wellbeing
- Promote open and effective communication among employees
- Support staff in navigating healthy conflict, offering coaching and mediation in-house and engaging external support as needed
- Work with colleagues to plan employee and board retreats and other activities designed to foster connection and collaboration
- Collect and analyze data (e.g. time studies, focus groups, etc) as needed to inform policies, practices, and the employee experience
- Design and execute annual employee survey, analyze and present findings

HR administration (20%)

- Stay current on state and federal employment requirements
- Ensure that HR practices comply with labor laws and regulations
- Advise CEO on HR-related risks and legal matters to protect the organization
- Administer twice-monthly payroll and employee benefit payments and reports
- Liaise with benefit vendors to troubleshoot changes, errors, and staff transitions
- Manage retirement and health/dental/vision insurance policies and communicate related information to Catalyst employees
- Maintain a values-aligned and legally current employee manual

Organizational participation (10%)

- Regularly participate in staff meetings and organization-wide projects
- Act as a resource for Catalyst's staff and members in matters related to HR and organizational culture
- Maintain connections with and contribute to our relationships with a statewide (Philanthropy CA) and national (United Philanthropy Forum) network of colleagues



Other duties as assigned (10%)

Qualifications

- Demonstrated commitment to Catalyst's values
- Experience that demonstrates the ability to perform the essential duties of this role
- Experience in the philanthropic or nonprofit sector strongly preferred
- Demonstrated excellence supporting and developing staff
- Experience managing the full cycle of employee experience from onboarding to offboarding
- Experience identifying, interpreting, and explaining legislative, regulatory, and legal policies and applying them to workplace circumstances
- Knowledge of California and federal labor and employment laws
- Superb interpersonal skills with the ability to listen, engage, and connect with internal and external stakeholders at all levels from diverse backgrounds
- Experience or training in conflict management
- Strong writer, communicator, and people advocate
- A self-starter and critical thinker who thrives in a lean environment with high autonomy
- A proven track record of organizing, prioritizing, and managing complex projects with distributed ownership
- Based in our service area (San Diego County and/or Imperial County)
- Very comfortable with technology, such as Microsoft Office and relevant online vendor portals (payroll, benefits, etc.)
- Clear passion to drive change on crucial challenges and opportunities affecting the communities that philanthropy serves; demonstrated commitment to and experience working with diverse people and organizations

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, non-exempt staff position expected to work 32 hours/week. 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

Compensation is \$90,000 per annum. 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 Tuesday, September 2, 2025**. We expect to review applications the few weeks of September and begin interviews later that month. 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.