



Director of Programs and Learning

Salary range: \$68,000-\$80,000

Reporting to: Vice President of Networks & Initiatives

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 more than 150 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 and 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 Networks & 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 staff 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:

Takes lead responsibility for ensuring the implementation, logistics, and design of engaging and cutting-edge member learning experiences about best practices and emerging trends in effective philanthropy and impact investing, as well as critical information about challenges and solutions related to regional issues.

- Lead role (design, structure, content, and implementation) for "Fundamentals" series of programs. Will be ready to adjust offerings based on developments during the year. Annual schedule will include a regional full day conference.
- Serves as Catalyst lead for Philanthropy CA Programs & Collaboration joint staff team to co-create learning opportunities for our combined statewide membership base

- Provides logistical support for in-person meetings, including site selection and setup, materials, and catering.
- Provides logistical support for remote and hybrid meetings, including technology, setup, day-of management, and trouble-shooting.
- In coordination with the communications manager, implements all online marketing and participation implementation, including calendar creation and updates, registration process, event related emails, and event participation data input.
- Working with operations staff, completes documentation and requests to ensure timely payments to speakers, vendors, and others.
- Identifies impressive, inspirational speakers and topics. Serves as liaison with program speakers to ensure they are prepared for our sessions and achieve program objectives.
- Identifies and cultivates 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.
- 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 and to extend access to content beyond its initial delivery.
- Ensures that learning opportunities are available throughout the entire region by identifying geographically diverse spaces to host events and utilizing technology for remote learning options.
- 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.

Works collaboratively with Catalyst staff, volunteers and partners

- Works closely with the President & CEO, VP of Networks & Initiatives, and Program Committee to develop the annual schedule and to ensure that staff, member, partner, community, and nonprofit voices are incorporated.
- 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 team to implement audience development strategies and ensure timely development and distribution of key communication materials for programs and conferences.
- Works with Director of Member Engagement and Impact to collect and report member feedback and ensure it is reflected in program development.

- Works closely with Director of Member Engagement and Impact to ensure seamless logistical planning and support for annual conference.
- Works closely with vendors and consultants, as needed
- All other duties as assigned.

Qualifications and Requirements:

- 10+ years of experience and demonstrated success in developing and implementing similar types of 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.
- 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.
- Connection to communities throughout San Diego and Imperial Counties highly preferred.
- Experience in the nonprofit/philanthropic sector highly preferred.
- Familiarity with Microsoft Office, Salesforce or other customer relationship databases, Asana or other project management platform.
- Ability to reliably and regularly travel throughout San Diego and Imperial Counties.

COMPENSATION & BENEFITS

This is a full-time non-exempt position with a salary range of \$68,000-\$80,000. Catalyst offers a generous benefits package that includes approximately 10 vacation days plus office closure December 24-January 1; 40 hours sick time accrued per year; health (medical/dental/vision) insurance valued at \$600/month and cash in lieu of this benefit if it is not used fully; retirement (403b) contribution of 5% of salary independent of employee contribution; flexible work hours and location.

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 FDA 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. When in the office with others, we wear masks in shared areas.

TO APPLY

Please submit a cover letter describing your interest and qualifications to: apply@catalystsd.org. Applications will be reviewed and interviewed on a rolling basis. You may also include a resume and examples of your work or portfolio as you see fit.

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.

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.