

## Position Description:

# Learning & Initiatives Project Manager

Updated: July 2022



## THE OPPORTUNITY

The California Wellness Foundation seeks a **Learning & Initiatives Project Manager** to work on a temporary full-time basis with the Director of Learning & Innovation **through December 2022**. The Learning & Initiatives Project Manager will be classified as a temporary employee of The California Wellness Foundation and will be eligible for health care insurance, among other benefits.

Under the guidance of the Director of Learning & Innovation, the Learning & Initiatives Project Manager will design and execute learning events and activities for the Foundation's staff and board. The project manager must have strong project management skills, the ability to facilitate conversations in a hybrid work environment, and the ability to use a diversity of tools to manage projects and reach group consensus. The project manager will be expected to take an idea or decision from conception and implement the decision at the Foundation, with support from leadership.

## THE CALIFORNIA WELLNESS FOUNDATION

The California Wellness Foundation (Cal Wellness) is a private, independent foundation established in 1992 with a mission to protect and improve the health and wellness of the people of California. As one of the largest health-focused foundations in California, with over \$1 billion in assets, Cal Wellness is a nationally recognized leader for its strategic core operating support for grantees; public policy grantmaking; and a focus on violence as a public health issue. It is Cal Wellness' desire to promote equity and level the playing field so that everyone has access to good-paying jobs; healthy and safe neighborhoods; and quality health care services.

The foundation's current Advancing Wellness grantmaking strategy includes four interrelated portfolios. Since its founding, Cal Wellness has awarded nearly 9,000 grants totaling more than \$1 billion. As the foundation looks to the future, it is pursuing new and innovative strategies beyond its core grantmaking to advance its mission, including implementation of new technology systems, development of its public affairs capacity, and establishing mission- and program-related investment portfolios.

Cal Wellness has a diverse staff of approximately 45 located in its Los Angeles and Oakland offices and a diverse 12-member Board located throughout the state of California. The foundation's work underscores a belief that wellness requires social justice, a deep commitment to diversity, equity and inclusion (DEI), and sustained efforts to eliminate systemic barriers that prevent access to health care, education, employment, and safety.

Please visit <http://www.calwellness.org> for more information.

## THE LEARNING & INNOVATION UNIT

The Learning & Innovation unit supports an organizational learning culture that blends insight and foresight to assess the foundation's impact, identify promising practices and explore emerging opportunities to resource communities across California. Priority areas of work include:

- Strategy and planning;
- Research, analysis, impact assessment and knowledge management;

- Meeting management and facilitation; and
- Leveraging grant and investment capital to support innovation.

## SCOPE OF WORK

### *Priority Activities*

1. Meeting planning, design and facilitation of Lunch & Learn, Lunch & Share meetings (average of 1 event/month over course of contract)
2. Support learning conversations at quarterly board meetings. Activities to include speaker research, communications, and preparation of background and presentation materials (2 events for 2022)
3. Research to support strategic planning process
  - Identify key philanthropic/nonprofit trends and best practices to inform internal decision making
  - 1-2 cluster grant analyses of cross-cutting theme/question of interest (TBD)
4. Synthesize and disseminate learnings
5. Engage with Advancing Wellness portfolio teams, as needed, to support reflection, identify cross-cutting trends and needs, and document findings

### *Deliverables will include:*

1. Successful execution of a minimum of 5 learning events outlined in 2022 learning plan
2. Research to inform strategic planning discussion/decisions and synthesis of insights from meetings
3. Draft written materials and slide decks to 2 board learning events.
4. Synthesis of meeting insights and resources for each learning event: share with all staff via blog and/or post on the internal communication portal, The Well (minimum 4 posts)

## CONSULTANT PROFILE

We are seeking a consultant with the following characteristics:

- 3 to 5 years of project management experience
- Demonstrated ability to facilitate internal conversations for actionable results
- Ability to synthesize information from different inputs and types of data and develop recommendations to support decision making.
- Familiarity with online tools (such as Miro, Mural, Jamboard, Asana, etc.) to support learning, scaffolding of conversations and alignment toward decision-making.
- Experience with inclusive approaches to meeting design (Emergent Learning, Liberating Structures, etc.) desirable.
- Research skills complemented by innate curiosity
- Strong analytical ability and experience in producing clearly written materials for multiple audiences
- A natural pattern finder
- Self-starter, resourceful, critical thinker, problem solver
- Approach to work that prioritizes integrity, flexibility, and a commitment to learning
- Experience in a health field, public health, public policy, or related area preferred.
- Passion for the issues and communities served by the Foundation's mission and goals
- Proficiency with Microsoft desktop applications, including the most recent versions of Word, Excel, and PowerPoint

*Desired but not required:*

- Familiarity with the philanthropic and nonprofit sectors
- Knowledge of the tools of philanthropy and the grantmaking process
- Experience with curriculum development
- Commitment to the principles of trust-based philanthropy and demonstrated experience incorporating a justice, equity, diversity and inclusion (JEDI) lens in program work.

## **COVID-19 VACCINE REQUIREMENT**

All Foundation employees and consultants must be fully vaccinated as a condition of employment unless they have been approved for an exemption from the vaccination requirement as a reasonable accommodation for a medical condition or restriction or sincerely held religious beliefs.

## **COMPENSATION & WEEKLY SCHEDULE**

The target rate of pay for the Learning & Initiatives Project Manager temporary position is \$47.50 per hour. The selected candidate must be available to work 30-40 hours per week, resulting in a bi-weekly salary of \$2,850 - \$3,800.

Highlights from our benefit package include: a variety of health plans, a generous 401(k) retirement savings plan after 6 months of employment, paid time off, professional development and educational opportunities, matching gifts, and the opportunity to work at a mission and values driven organization.

## **TO APPLY**

Please upload a cover letter and resume using the link [here](#) or on our website.

Resume review begins immediately. Those selected for advancement may be asked to participate in several rounds of interviews (virtual and/or in-person) and complete a writing assignment. If you require a reasonable accommodation to participate in our application process, please let us know.

The California Wellness Foundation is an equal opportunity employer and welcomes a diverse candidate pool. Additionally, we are a fair chance employer and welcome candidates with living experience with the criminal justice system.

*The above job description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments. This is only a summary of the typical functions of the job and duties may differ from those as outlined above.*