



Program Manager, Imperial Valley

Status: Exempt staff

Compensation: \$55,000-70,000 per year

Reports to: President & CEO

Schedule: 40 hours/week, including morning, evenings, or weekends as needed

ABOUT CATALYST

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 connecting philanthropy and other social investors to intentionally address systemic bias that prevents people and communities from reaching their full potential.

Our work spans the border region, including the people, culture, and environment in San Diego and Imperial Counties and Northern Baja California and we recognize that all these places rest on the traditional and unceded territory of the Kumeyaay people. We also recognize that each of these places is a unique community with history, culture, and embedded power and privilege. Considering this, we do not believe that reproducing what we have traditionally done in San Diego will best serve the interests of Imperial County. Instead, we are endeavoring to learn, listen, and build relationships to understand the complex history of investment, disinvestment, government infrastructure, economic development, nonprofit support, and existing and emerging priorities for the community. Only then will it be evident what role we can play to support community-led well-being initiatives in the region. This new role of Program Manager will play a significant role in shaping that work.

Catalyst's membership includes approximately 100 foundations, giving circles, corporate giving programs, and others. Of those, two are located in Imperial County and an emerging group of other statewide and San Diego-based funders have demonstrated interest in moving resources to community-led efforts throughout Imperial County. In addition, Catalyst has participated in and led initiatives to ensure that State of California funding efforts are inclusive of and prioritize Imperial County. We are interested in bringing new funding to the region and ensuring community-based organizations have the awareness, access, and capacity to receive and determine how those funds are used.

ABOUT THIS ROLE

Catalyst of San Diego & Imperial Counties seeks a Program Manager to serve as the lead liaison and ambassador for Catalyst's mission in Imperial County. This is a new role in the organization and initially it will emphasize relationship building and discovery – what are the needs, who are the players, how can Catalyst serve an additive role to advance the well-being of people living and working in Imperial County by supporting equitable funding practices and a vibrant philanthropic network of individuals and institutions that is deeply connected to formal and informal community-based organizations. The



Program Manager will reside in Imperial County and have a history of connectivity to the region and its people. They will be able to navigate philanthropy, community, and government networks, with particular emphasis on connecting resources to those outside the traditional circles of power and wealth.

Essential duties

Establish trust-based partnerships

- Build relationships and trust in Imperial County by sharing what Catalyst is; our goals in contributing to equity, well-being, and prosperity in Imperial County; and areas of current work; seek honest dialogue about all the above
- Understand and document the landscape of nonprofit/community groups, private giving, and public funding, including strengths and needs
- Through an inquiry-based approach, understand community priorities and explore what contributions Catalyst can make to strengthen community-led ability to achieve its goals
- Support Catalyst staff and board to continue developing thoughtful connections with partners in the region

Member relations: education and collaboration

- Work closely with Catalyst members and other funders in the region to understand their role and how Catalyst can enhance philanthropy's equitable engagement and impact
- Support and grow an emerging cohort of funders who care about and fund in Imperial County
- Act as a liaison and advocate with funders who have an interest in funding in the region, connecting them to local groups and facilitating new funding opportunities and methodologies
- Work closely with Director of Programs & Learning to develop educational opportunities that build understanding and connections with and among funders in Imperial County
- Work closely with annual conference team to incorporate relevant themes and speakers

Enhance funds flowing to the region

- Understand the desires, gaps, and opportunities to build nonprofit and community group capacity for fundraising and funds management
- Provide direct support to nonprofit organizations and community groups to identify and apply for available funding, exploring the need and feasibility of establishing a permanent support hub
- Work closely with the CEO to be a liaison to statewide and national funders, including private foundations, individuals, and public entities
- Prioritize direct funding to community groups, while also supporting discussions about intermediary roles that Catalyst or others can play to secure new regional funding
- Work with Catalyst program managers to support existing grantmaking initiatives, especially Stop the Hate and Creative Corps: Far South/Border North

Other duties as assigned



Desired characteristics & qualifications

- Required: Imperial County resident
- Authentic connections with a wide array of individuals and organizations in the region
- Demonstrated commitment to advancing social justice in the region; understanding of the multiple layers of identity, privilege, history, and opportunity at play
- Understanding that working with philanthropy is an “inside strategy,” and involves working hand in hand with wealth holders to advance and evolve practices to reflect equity
- Skilled communicator who can effectively share the needs and opportunities of the region with a diverse set of audiences – local, regional, statewide, and national -- and advocate for investment
- Experience developing and supporting cohort, coalition, or other collaborative structures among groups with varying positions and perspectives, power dynamics, and complex relationships
- Nuanced understanding of the nonprofit and philanthropic sectors, including histories of extraction and liberatory practices
- Strong internal communications skills to ensure connectivity and awareness throughout the organization of relationships, developments, opportunities, and challenges, and build a team-based approach to address those issues
- Desire to be part of a collaborative, equity-driven organization that has a learning approach to its work, adapting as community and membership needs evolve
- Ability to work autonomously and remotely
- Ability and willingness to regularly travel throughout Imperial County and to San Diego County, including working twice per month at the San Diego office

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, or military service.

SCHEDULE

Position will work 40 hours a week, including some travel between Imperial County and San Diego County to participate in staff, member, and community events. Mileage will be reimbursed at the standard IRS rate (currently \$0.625/mile). The primary work location will be in Imperial County. We do not have office space in Imperial County at this time.

COMPENSATION & BENEFITS

This is a full-time exempt staff role with a salary of \$55,000-70,000/year.



Catalyst offers a generous benefits package that includes approximately 15 vacation days and office closure December 24-January 1; 48 hours sick time accrued per year; health (medical/dental/vision) insurance valued at \$625/month or cash in lieu of this benefit if it is not used fully; retirement (403b) contribution of 5% of salary; flexible work hours and location.

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 phone stipend (\$60).

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, all staff working in the San Diego office on Wednesdays, which is open Monday-Friday for voluntary use.

TO APPLY

Send an email to apply@catalystsd.org with your resume and cover letter or other application materials. If you have questions or to request a reasonable accommodation to apply, please contact CEO Megan Thomas at megan@catalystsd.org or 858.875.3332. This position is open until filled and will be removed from the job board when the application period closes.