



Manager of Programs and Learning

Salary range: \$52,000-\$62,000

Reporting to: Vice President of Networks & Initiatives, Catalyst Program Committee

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 Manager of Programs and Learning who exemplifies our values of learning, impact and courageous leadership and will thrive in a fast-paced, teamwork-oriented nonprofit environment. The Manager will develop and implement high quality, compelling learning experience for a diverse and sophisticated membership base in the binational region of 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 Manager 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 design, logistics and implementation of engaging and cutting-edge member learning experiences about best practices and emerging trends of effective philanthropy and impact investing and critical information about challenges and solutions related to regional issues.

- Develops the structure and content for the annual curriculum and is also ready to adjust offerings based on developments during the year. Annual schedule will include a regional full day conference.
- Keeps up with best practices and best speakers in philanthropy and impact investing and maintains awareness of community, state and national issues.
- 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.

Works collaboratively with Catalyst staff, volunteers and partners

- Provides all logistical support for in-person meetings, including site selection and setup, materials, and catering.
- Provides all logistical support for remote and hybrid meetings, including technology, setup, day-of management, and trouble-shooting.
- Implements all online marketing and participation implementation, including calendar creation and updates, registration process, event related emails, and event participation data input.
- Ensures documentation and requests to ensure timely payments to speakers, vendors, and others.
- 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 collaboration, policy and impact investing staff to incorporate relevant learning opportunities into the master schedule
- Works with VP Communications to collect and report member feedback and ensure it is reflected in program development.
- Serves as liaison to Philanthropy CA Programs & Collaboration joint staff team to co-create learning opportunities for our combined statewide membership base
- Works with the communications team to implement audience development strategies and ensure timely development and distribution of key communication materials for programs and conferences.
- Work closely with the resource development team to identify opportunities to leverage learning opportunities for member and donor cultivation and stewardship.
- Works closely with event planning consultant to ensure seamless logistical planning and support for annual conference.
- Works closely with vendors, as needed
- All other duties as assigned.

Qualifications and Requirements:

5+ years of experience and demonstrated success in developing and implementing similar types of programming and events; top notch organizational skills with an ability to multi-task and work under deadline on multiple projects using solid project management and planning expertise; strong attention to detail; both a creative thinker and a skilled implementer; experience in the nonprofit/philanthropic

sector preferred; connection to communities throughout San Diego and Imperial Counties preferred; proven capacity to quickly learn new things; excellent writing and research skills; experience in curriculum development, group facilitation, adult learning and network building a plus; 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.

Familiarity with Microsoft Office, Salesforce or other customer relationship databases, Asana or other project management cloudware, possession of a CA Driver's License with a good driving record and access to a reliable, properly insured vehicle for travel throughout the region.

COMPENSATION & BENEFITS

This is a full-time non-exempt position with a salary range of \$52,000-\$62,000. 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.

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.