



Stop the Hate Project Manager

Status: Part-time temporary staff, Non-Exempt

Compensation: \$50/hour

Reports to: Ashley Miller

Schedule: Approximately 15 hours/week, with schedule to be determined with employee and may require morning, evenings, or weekends to conduct community meetings

Duration: May 15, 2022- June 1, 2023

ABOUT THIS ROLE

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

In 2022, Catalyst was awarded a 15-month grant from the State of California's Department of Social Services to serve as regional lead for the Stop the Hate grant program. As regional lead, Catalyst will distribute Stop the Hate funds to six nonprofit organizations that were selected by the State as "Program Service Providers" to provide direct services, prevention services, and/or intervention services in the anti-hate space. These program service providers serve a variety of impacted communities across San Diego and Imperial Counties including AAPI, LGBTQ+, and immigrants and refugees. Catalyst will host a gathering with the six program service providers quarterly to share information and provide relevant trainings. Catalyst will provide monthly reports, as required by the State, on all regional Stop the Hate activities. The [Stop the Hate funding award announcement](#) identifies the main activities of the grant as well as regional leads and program service providers.

San Diego & Imperial County ("Border Region") program service providers are:

- *Asian Solidarity Collective*
- *North County LGBTQ Resource Center*
- *Pacific Arts Movement*
- *San Diego LGBT Pride*
- *Somali Bantu Association of America*
- *Union of Pan Asian Communities*

Catalyst seeks a part time, temporary employee to serve as the Stop the Hate program manager to liaise with the six service providers and the grantor, and ensure timely and complete reporting on this grant.

The ideal candidate will be skilled in one or more of the following:

- Grant management of federal and/or state level grants and multiple subgrantee relationships, including adherence to reporting requirements and deadlines
- Effective communication across a variety of cultures
- Community engagement
- Equity-informed storytelling
- Data management
- Training session planning and execution
- Anti-hate program design or delivery

The ideal candidate will also have lived experience in or deep relationships with the impacted communities served by the Border Region service providers (e.g. Asian American/Pacific Islander, LGBTQ+, immigrants and refugees).

Essential duties

Support program leads through convenings and individual support

- Serve as primary liaison to program service leads, including communications and reporting support
- Keep program service leads advised of all tracking and reporting requirements and provide support to develop and maintain systems to collect and submit qualitative and quantitative data
- Plan and execute quarterly convenings with program service leads, including logistics and speakers/workshops, based on grant and program service lead needs

Maintain strong positive relationship with State of California Department of Social Services

- Collect and consolidate all reporting information
- In consultation with Operations Manager and/or CEO, complete and submit quarterly reports to State by or before the deadlines
- Participate in State convenings, approximately quarterly
- Advocate for needed changes to support effective reporting and support to program service providers

Work with Catalyst team

- Keep up to date on developments in State relationship and program service providers' satisfaction and program implementation success, challenges, and adaptations
- Repurpose reporting to provide content for communications

Advance the anti-hate objectives of this grant through deep connection to impacted communities

- Strive to maintain meaningful relationship with all program service leads and, to the extent possible, understand the circumstances that they seek to address and community they support

Timeline

This position is expected to begin in May 2022 and conclude in June 2023, subject to change by the State to their grant timeline and possible limited extension. Position is funded through June 2023 and any continuation of the role is dependent on additional dedicated grant funds.

Schedule

This is a part time, temporary, non-exempt staff position expected to work 15 hours/week, occasionally fluctuating based on the reporting and convening cycles described above. A mutually agreed upon weekly work schedule will be established upon hiring. Typical business hours are Monday-Friday between 8:30am-5:00pm but work may take place outside of those times as needed to accommodate community needs and to meet deadlines.

COMPENSATION AND BENEFITS

Compensation is hourly at \$50 an hour. Benefits include 24 hours sick time accrued per year, and 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 FSA 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 provide a summary of your interest and relevant experience/qualifications in your preferred format. (We encourage you to use materials you have used to apply to other positions if they are applicable to this position.) Catalyst will begin reviewing responses on immediately with the goal of extending an offer of employment by May 15, 2022.

Please send materials to apply@catalystsd.org and direct any questions to Ashley Miller, Operations Manager, at ashley@catalystsd.org or 858-263-0815.

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.