



## POSITION PROFILE

# Systems & Complexity

# Practitioner/Program Producer

Philanthropy Sector (Confidential)

## OVERVIEW

A global family of philanthropies seeks a highly skilled program producer and practice shaper to join its Systems & Complexity team. The ideal candidate thrives in a visionary, entrepreneurial environment and is passionate about effecting deep, lasting systems change.

The Systems & Complexity (S&C) Practitioner/Program Producer will co-develop and execute programs, products, and events; conduct sensemaking across the organization's network; shape and deepen systems and complexity practices; generate compelling communications; and implement special projects as needed. This individual must be learning- and growth-oriented, self-propelled, and nimble with an ability to spot patterns and create programming that serves goals across the organization and its global network.

# Focus Areas

## PROGRAMS, PRODUCTS, AND EVENTS

- Plan and execute programs, products, and events for staff across the organization in alignment with S&C strategic priorities.
- Facilitate and host S&C programs and events as applicable.
- Collaborate closely with Network Weaver + Producer to integrate a creative communications and experience production lens into all work.
- Act as the main point of contact for external program facilitators and guest speakers.
- Provide systems and complexity expertise in the shaping, development, and execution of all Community of Practice offerings and S&C programs, products, and events.
- Oversee consultants, contracts, and budgets for any programs, products, and events this role manages.

## SYSTEMS & COMPLEXITY PRACTICE

- Contribute to the quality and strategic direction of the organization's systems and complexity practice.
- Stay informed of how systems and complexity knowledge and practices are advancing externally.
- Identify and build strategic relationships with systems and complexity thought leaders and philanthropic sector leaders.
- Develop and maintain relationships with those at the "edge of practice."
- Regularly curate systems resources, events, and field offerings to share through internal communications channels.
- Share findings in compelling formats with the S&C team and its constituents on a regular basis.

## SYSTEMS SENSING & PATTERN SPOTTING

- Contribute to monitoring the health of systems and complexity practices across the organization and its network.

- Use a variety of research methods (ex. interviews, observation, online surveys) to deepen understanding of the health of systems and complexity practices across the organization and its network.
- Share findings in compelling formats with the S&C team and its constituents on a regular basis.

#### TEAM CULTURE & EFFECTIVENESS

- Contribute to team strategy and provide thought partnership to teammates.
- Contribute to team health and development activities.
- Set and pursue individual growth goals.
- Maintain professional knowledge and network by attending educational conferences; participate in professional clubs and societies; review and contribute to publications.

## Desired Competencies & Experience

- Expertise in systems thinking, systems change, and related concepts.
- Knowledgeable about systems change applications in the social impact sector.
- Confidence with qualitative research methods and gathering constituent input.
- Ability to organize complex qualitative data and tease out insights, framing them in a compelling way.
- Ability to translate heady concepts into digestible, relatable bites.
- Develops genuine relationships and meaningful partnerships, which might include differences of perspective and interests.
- Understands adult learning and can design meaningful learning experiences.
- Manages time and energy well, especially when faced with competing priorities.
- Ability to manage projects with multiple contributors and/or decision makers.
- Makes positive contributions to teams, facilitating decision-making and holds room for difference.



# Position Details

## COMPENSATION

This is a full-time, exempt, benefit-eligible position. The anticipated annual salary range for this position is \$118,000 to \$139,000 depending upon location and experience. An annual bonus of up to 10% is possible.

The organization offers a wide variety of competitive benefits, including:

- Provide % of employee and dependent coverage for medical, dental and vision benefits
- Employer provided STD, LTD and life insurance for the employee
- 401K contributions up to 8%
- 20 vacation days
- 10 paid holidays
- Additional benefits supporting wellbeing and learning for all employees

## LOCATION

This is a fully remote position. Proximity to an international airport or hub is desired.

## START DATE

April 2024.

## TO APPLY

Please visit [potrerogroup.com/systems](https://potrerogroup.com/systems). When you apply, we ask that you remove the schools from your resume. We intentionally do not ask for a cover letter, so we kindly request that you not send one in your application. This evaluation process will follow best practices shown to reduce bias in decision making and may be different from other application processes you have experienced.

For additional information about this opportunity, please contact Cleveland Justis, Founder & Principal, at [cjustis@potrerogroup.com](mailto:cjustis@potrerogroup.com).

## About Potrero Group

Potrero Group is honored to coordinate this search. Supporting an innovative philanthropic organization is in perfect alignment with Potrero Group's commitment to providing rigorous strategy, organizational effectiveness, and nuanced search services to mission-driven organizations. Potrero Group supports innovative leaders and organizations making a difference in the world. We are committed to equitable and inclusive practices in all our work.

To join our mailing list and be notified of future opportunities, please visit [PotreroGroup.com](https://PotreroGroup.com).

