



## POSITION PROFILE

# Network Weaver & Producer

Philanthropy Sector (Confidential)

### OVERVIEW

A global philanthropic network seeks a relational and strategic Network Weaver & Producer to join its Systems & Complexity team. The ideal candidate thrives in a collaborative, distributed environment and is passionate about fostering connections, facilitating learning, and driving meaningful engagement across a diverse global community.

The Network Weaver & Producer will play a central role in cultivating and supporting the Systems & Complexity Community of Practice, designing and executing programs, events, and communications that deepen engagement and expand impact. This individual will co-lead program development, facilitate knowledge-sharing, and support relationship-building across the community. The role requires an entrepreneurial mindset, strong project management skills, and a deep commitment to systems thinking, community building, and complexity consciousness.

# Responsibilities

## NETWORK WEAVING FOR SYSTEMS & COMPLEXITY COMMUNITY OF PRACTICE

- Key point of contact on the S&C team for current and prospective members of the Community of Practice (CoP)
- Plan, execute, facilitate, and host events and programs for the CoP in alignment with the Systems & Complexity Team's strategic priorities
- Use various research methods (e.g., interviews, observation, online surveys) to deepen understanding of the needs of CoP members and develop strategic responses to them
- Communicate offerings in a clear and timely manner, and with a human-centered design lens; collaborate with visual designers and other communications professionals as needed
- Maintain CoP standard operating procedures
- Stay current on best practices in network management and CoPs
- Seek opportunities to grow the impact of the CoP and connect members to each other in creative ways
- Help people navigate the greater systems field effectively and provide access to systems tools, resources, and opportunities for growth and development

## CO-LEAD DEVELOPMENT AND EXECUTION OF SYSTEMS & COMPLEXITY PROGRAMS, PRODUCTS, AND EVENTS

- Plan and execute programs, products, and events for staff across the group in alignment with Systems & Complexity (S&C) strategic priorities
- Oversee consultants, contracts, and budgets for any programs, products, and events this role manages
- Facilitate and host S&C programs and events as applicable
- Communicate offerings in a clear and timely manner, and with a human-centered design lens—collaborate with visual designers and other communications professionals as needed
- Collaborate closely with team members to integrate a systems and complexity and learning lens into all work

- Act as the main point of contact for relevant external program facilitators and guest speakers

#### CONTRIBUTE TO TEAM CULTURE AND 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

#### DESIRED EXPERIENCE

- Six or more years of overall professional experience in roles/education that include:
  - Leading projects with a record of increasing responsibility over time
  - Producing creative programs, products, and events for learning and development
  - Track record in building an engaged community
  - Delivering well-structured quantitative and qualitative analyses

#### NETWORK WEAVER

- Excellent convener who recognizes that a well-prepared and supported community can achieve far more than a single, highly talented individual
- See patterns and understand network dynamics—identifies connections, gaps, and areas of energy or isolation within the network while recognizing how information, resources, and influence flow (or don't flow) within the network
- Strong facilitation skills that build both interpersonal connections and drive content-focused discussions
- Expertise in guiding groups to identify their shared purpose and build community in creative, generative ways

- Adept at cultivating meaningful relationships and acting as a connector of ideas and individuals
- Proven ability to design engaging, productive meetings
- Comfortable managing logistical details to ensure smooth community participation
- Able to navigate and mediate productive conflict, supporting groups in holding diverse and even opposing perspectives
- Demonstrates self-awareness and humility regarding personal cultural perspectives, with a genuine appreciation for diverse ways of knowing and being
- Demonstrated learning mindset and desire for continuous improvement, innate curiosity, and a foundation of self-awareness that provides space for learning and growth
- Enjoys learning what motivates people, what inspires their work, and what makes them feel appreciated

## SYSTEMS THINKER

- Demonstrates familiarity with systems thinking and system change concepts and tools, with prior practical application in a professional setting
- Demonstrates an ability to see the big picture consistently—demonstrates an ability to step back and view a situation in its entirety, understanding how different parts interconnect rather than focusing on isolated components
- Identifies and analyzes the relationships and dependencies between various elements within a system, especially emergent trends
- Works to identify root cause situations, they look beyond surface-level symptoms to uncover the fundamental drivers of problems within a system.
- Creates system maps and visual representations to illustrate the interconnections and dynamics within a system
- Capable of facilitating complex discussions while contributing to initiatives where systems thinking methodologies are employed, even without being the foremost expert

## PRODUCER

- Strong project management skills, even in an ambiguous environment, and the ability to handle multiple priorities with ease
- Offers expertise related to events, programs, and products managed by others on the team
- Adaptable and self-motivated, proactively takes the initiative
- Demonstrated experience in managing multi-constituent, complicated projects
- Strong ability to translate ideas into tangible programs or products

## COMMUNICATOR

- Exceptional communicator with excellent verbal and written communication skills
- Empathetic listener who engages with others verbally in various styles and contexts while embracing multiple perspectives
- Demonstrated ability to synthesize complex information in a digestible and actionable manner for constituents
- Brings together the right people at the right time to advance network objectives.

## COMPLEXITY CONSCIOUS

- Demonstrates the ability to identify patterns and navigate contradiction, uncertainty, non-linearity, and divergence effectively
- Senses and builds upon existing interests and energy to cultivate new possibilities

## DISCERNING STEWARD

- Skillfully selects and allocates resources in pursuit of a defined purpose.
- Thoughtfully engages with time, money, energy, intellectual capital, and relationships

#### LEADS FROM WHERE THEY ARE

- Proactively takes initiative and demonstrates leadership without requiring formal invitation
- Wisely holds responsibility and consults with others to leverage collective knowledge and experience

#### GETS TO GOOD ENOUGH OR GETS GRITTY

- Thoughtfully determines when a task reaches an appropriate standard and when additional effort is required to achieve a vision
- Assesses effectiveness based on the integrity of the process, not solely on the outcome

#### EMBRACES EXPERIMENTATION & LEARNING

- Initiates small-scale trials, learns from the outcomes, and adapts strategies accordingly
- Surfaces and tests assumptions- they are aware of their own and others' underlying assumptions and critically evaluate their validity

#### WHOLE PERSON APPROACH

- Works effectively within their areas of strength and seeks support where needed
- Shows motivation for growth in challenging areas and practices self-compassion throughout the process
- Humble person, works for impact and understanding instead of ego

#### INTEGRITY-DRIVEN

- Understands that their work style is integral to the work itself.
- Recognizes the impact of their character and interactions on the team's ability to achieve meaningful results.
- Values relationships, maintains a high standard of care, and is mindful of their influence on others

# Position Details

## COMPENSATION

This is a full-time, exempt, benefit-eligible position. The salary range for this position is \$100,000 to \$140,000, depending on 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 well-being and learning for all employees

## LOCATION

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

## START DATE

August 2025



## TO APPLY

Please visit [potrerogroup.com/networkweaver](https://potrerogroup.com/networkweaver) . 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 with 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.

Interested candidates should apply by **June 2, 2025** for priority consideration.

For additional information about this opportunity, please contact Stephane Alexandre at [salexandre@potrerogroup.com](mailto:salexandre@potrerogroup.com)

## About Potrero Group

Potrero Group is honored to coordinate this search. We support innovative leaders and organizations making a difference in the world with strategic planning, facilitation, organizational development, and board and executive search services. We are committed to equitable and inclusive practices in all of our work.

To join our mailing list or for more information, please visit [PotreroGroup.com](https://PotreroGroup.com).