

**Position:** Director, Arts & Education Initiatives  
**Location:** San Diego, CA (City Heights area)  
**Reports To:** Senior Director, Community Initiatives  
**Salary Range:** \$110,000 – \$125,000 (DOE) & a robust benefits package



**About The Role:**

Price Philanthropies Foundation is seeking a strategic and mission-driven Director of Grantmaking for Education, Arts & Culture to join our Grants Team. This position plays a key role in shaping and advancing initiatives that support experiential learning, education, and arts and culture in San Diego, with a particular focus on low-income and diverse communities. The Director will work independently under the guidance of the Senior Director, Community Initiatives.

**Essential Job Functions:**

*Grantmaking & Initiatives*

- Lead grantmaking activities in the areas of experiential learning, education, arts, and culture.
- Research, develop, and propose programs and initiatives that aim to improve educational outcomes for youth in low-income, diverse communities.
- Research, develop, and propose programs and initiatives that aim to strengthen San Diego's arts and culture resources.
- Oversee strategic planning, funding, and partnerships for School in the Park and the endowed Birch Aquarium and San Diego Zoo Wildlife Alliance experiential learning programs.
- Proficient in full-cycle grantmaking and project management, including:
  - Developing concepts, proposals, budgets, financial templates, reporting structures, and outcome measures
  - Securing approvals and executing funding
  - Supporting implementation and evaluating impact
  - Conducting site visits, stakeholder interviews, and communications as needed
- Maintain strong knowledge of San Diego (key systems, sub populations, relevant data), with significant awareness of the strengths and needs of City Heights and low-income, diverse communities.
- Develop and maintain strategic professional relationships with relevant schools, organizations, foundations, community leaders, businesses, and government institutions.
- Professionally represent Price Philanthropies in all settings.
- Assist other members of the Price Philanthropies team as requested.

*Professional Competencies*

- **Project Management:** Plan, coordinate, and manage a diverse portfolio of programs and initiatives, ensuring efficient execution of multiple projects and priorities. Apply strong negotiation and persuasion skills to drive outcomes and accelerate project timelines. Complete assigned tasks within established deadlines, ensuring efficiency, accuracy, and adherence to project timelines and organizational standards.
- **Dependability and Initiative:** Self-motivated and highly organized; take ownership of responsibilities, follow through on commitments, meet deadlines, and produce high-quality work in a rapidly evolving work environment.
- **Adaptability:** Maintain a positive attitude and a willingness to help; exhibit strong flexibility in managing evolving priorities, projects, and responsibilities, and confidently address ambiguity with a composed and solutions-oriented approach.

- **Professional Development:** Demonstrate curiosity and commitment to continuous learning; regularly seek best practices, stay current on community and sector changes, and recommend grant strategies.
- **Innovative Problem Solving:** Apply independent judgment, discretion, and initiative; identify challenges, present innovative solutions, and leverage insights across sectors and time periods.
- **Communication Skills:** Excellent verbal and written communication skills; able to navigate power dynamics and collaborate respectfully and effectively across all roles. Adept at conveying ideas clearly and professionally to diverse internal and external audiences; responsive and attentive to the needs of others.
- **Leadership:** Coach, mentor, and motivate others to excel through obstacles and complex challenges; inspire confidence and foster accountability.
- **Teamwork and Collaboration:** Build strong, respectful relationships with colleagues; actively contribute to a supportive, inclusive environment; value and demonstrate cross-cultural awareness and sensitivity. Open and willing to share knowledge and learn from others.

*Site Visits and Event Attendance (Driving Required): Required to travel to various off-site locations, work-related programs and events – applies to all Job Functions.*

*Other duties as assigned – applies to all Job Functions.*

### **Required Qualifications:**

#### *Knowledge and Abilities*

- Communicate effectively, both orally and in writing, using correct grammar, spelling, and punctuation.
- Advanced knowledge and skill in Microsoft Office (Word, Excel, PowerPoint, and Teams)
- Bilingual in a language spoken in City Heights is highly preferred.

#### *Experience/Education*

- Bachelor's degree in an appropriate and related field.
- Minimum of five years of progressively responsible experience in a related role(s), demonstrating increasing levels of responsibility, independence, and impact.

#### *Working Conditions and Physical Demands:*

- This position requires sitting, standing, walking, lifting to 10 lbs., and driving.
- Reasonable accommodation may be made under the ADA.

### **Equal Employment Opportunity Statement:**

Price Philanthropies is an Equal Opportunity Employer. We prohibit discrimination based on race, color, religion, sex, gender identity, sexual orientation, age, disability, or any other status protected under federal, state, or local law. In California, we comply with FEHA and all applicable employment regulations.

### **Why You'll Love Working Here**

- Work in a collaborative, mission-driven environment.
- Enjoy comprehensive benefits and an inclusive working environment.
- Opportunity to make a meaningful impact in the San Diego Community.

**Benefits: Comprehensive and Competitive Benefits package**

- Immediate 401(k) match
- Health and Dental Insurance - Employer-sponsored program with employee contribution
- Life and Long-Term Disability Insurance
- Company-provided FSA and DCA allowance
- Vision allowance
- Paid Vacation, Sick Leave, and Holidays
- Employee Assistance Program
- Employee Discount Program

***Interested candidates can email their resumes to [HR@pricephilanthropies.org](mailto:HR@pricephilanthropies.org)***