Job Description: Director of Learning and Experimentation (Full-time)

PACE (Philanthropy for Active Civic Engagement) is a philanthropic laboratory for funders seeking to maximize their individual and collective impact on democracy and civic life in America. PACE achieves this through learning, experimenting, collaborating, and modeling vibrant civic space. Our primary network and audience is our 58 (and growing) institutional members, but we also seek to actively contribute to and influence a wider field of civic-minded philanthropic entities and leaders.

This is a new strategic direction for PACE beginning in January 2020; one that seeks to make sure our fellowship and learning is an active, participatory, and actionable process — both for our members and for the field of civic philanthropy. This direction follows a period of rapid growth and increasing attention to PACE’s priorities. This is a newly formed position in conjunction with the priorities identified in our 2020-2022 strategic plan; this description reflects the anticipated role but may be refined as needs emerge and clarify.

The main charge of the Director of Learning and Experimentation is to develop an organizational learning agenda and lead the design and ongoing management of projects, meetings, and collaborations that meet that agenda’s objectives. Approximately 30% of the role will be focused on strategy, visioning, and relationship-building (the “big picture”), and the remaining 70% on design, management, and delivery of projects, programs, experiments, and the amplification of their learnings therein (the “hands-on work”). The primary functions are programmatic and communications-oriented in nature; some development, member recruitment, and logistical/administrative work is inherent due to the small team size, but is envisioned to be primarily led by other PACE staff.

Primary Responsibilities

• Develop and execute PACE’s organizational learning agenda and programmatic mechanisms to achieve it through our identified programmatic vehicles, including:
  o Identify learning themes and objectives, in conjunction with PACE members’ interests and priorities, as well as identifying alignment with overall civic trends and opportunities; develop a cohesive and strategic programmatic portfolio to support those themes
  o In accordance with that agenda and its objectives:
    ▪ Design and develop agendas for meetings and events, including Learning Labs, collaborative Summits, webinars, and other programming
    ▪ Design and execute experiments and other collaborative projects
    ▪ Lead and manage partnerships with research firms, consultants, and peer philanthropy-serving organizations

• Develop, populate, and maintain vehicles that communicate organizational learning
  o Determine, in conjunction with learning agenda, the most appropriate mechanisms and intervals to share learnings with PACE members, and beyond the network to wider field
  o Capture, synthesize, and communicate learnings from PACE’s programmatic vehicles on a regular and active basis (including analysis and writing of lessons, takeaways, recommendations, etc.)
  o Analyze PACE’s internal evaluation and measurement systems to support continuous learning, iteration, and adaptation as needed in conjunction with the learning agenda

• Serve as a hub for the PACE team by ensuring alignment/cohesion between various streams of programmatic and member-serving work

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- Maintain awareness and understanding of member and field-level priorities, interests, and activities; represent PACE at meetings, events, and conferences as needed to stay up-to-date and relevant
- Ensure member voices are fully integrated in, and member participation is maximized across, all streams of PACE work (including programs, communications, external affairs)
- Serve as a peer/partner to Executive Director in brand-building, recruitment, thought leadership, and external affairs functions

- Other duties as assigned/determined

Required Experiences and Skills:
- Experience creating and project-managing programming for philanthropic audiences
  - Have led projects from idea stage, to launch, through evaluation
  - Comfortable being “out front” as the project leader and behind-the-scenes as the driver
- Keen understanding of the principles and practices of civic engagement/democracy ecosystems
- Strong analytical and critical thinking skills—ability to ideate and adapt at all stages of development, to consider (and sometimes reconcile) diverse perspectives, and to synthesize complex ideas into concrete lessons, learnings, and/or action steps
- Strong writing and communication skills—including ability to bring people along with ideas and concepts that might be new or otherwise unfamiliar
- Experience working in small and growing organizations and therein, being an adaptive utility player
- Ability and willingness to travel about 15-20% of the time, and work occasional nights/weekends when needed

Ideal Qualities and Attributes:
- Strong commitment to vision, mission, and principles of PACE
- Self-starter with significant initiative, intuition, autonomy, and drive; able to work independently with little need for close management
- Personable, relatable, and relationship-oriented—ability to work well with all types of people and bring out the best in those around them
- Thoughtful and insightful—ability to see the “big picture,” appreciate multiple perspectives, and recognize potential opportunities, benefits, challenges and/or consequences of ideas and concepts
- Flexible and dynamic—can adapt and iterate to changing or ambiguous circumstances smoothly
- Keen attention to detail and ability to produce consistently high-quality work

Other Details:
- PACE currently maintains an office in Washington, DC; proximity is preferred but there is flexibility for the position to be based in other locations for the right person who has ability to maintain their own office/work space
- Position open beginning January 2020 with review on a rolling basis; ideal start date is spring 2020
- This is a full-time, exempt position; salary range of $90-95,000, commensurate with area cost of living
- Benefits package includes employer contribution to an insurance plan (health/dental/vision, disability, and life), generous paid leave policy, and employer IRA match up to 3% of salary
- PACE actively seeks all types of diversity, including racial/ethnic, lived experience, and perspective
- Equal opportunity employer

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