

Criterion Institute

Position Description: Executive Producer/Program Operations Lead

Executive Summary

Criterion Institute has an important opening within our leadership for an experienced Executive Producer. The role will lead our signature Convergence convening, manage our Program Operations team, and work closely with our founder and senior management to ensure we uphold our values and standards of excellence in everything we do. This is an exciting opportunity to work at the cutting edge of the field of gender lens investing, running communications, events, and other external-facing operations for the leading think tank in the field.

Criterion is ideally looking for someone for at least three days per week for this position and offers a flexible, remote work environment with the opportunity to join the team as an employee or contractor.

Organization Description

Criterion is a 501(c)3 non-profit think tank headquartered in the United States and operating globally with a mission to expand what is seen as possible for using finance as a tool to create transformative social change. Founded in 2002, Criterion's brand is one of the widest and most recognized research institutes in the field of gender lens investing and innovative finance. We have spent the past two decades designing and implementing strategies with partners in government, finance, and civil society for how to shift financial systems to advance gender equality and social justice. Our work is prefaced on the idea that integrating a gender and social justice analysis in financial decision-making processes will not only result in better gender and social outcomes, but better financial decisions by uncovering hidden risks and undervalued opportunities.

Our work is informed by our [values of grace, hospitality and the power of invitation](#). Culturally, Criterion Institute is a collaborative, inquisitive, and fast-paced place to work. Team members might spend one day planning a convening to bring together investors, government actors, and women's rights organizations to design new solutions for financing the reduction of gender-based violence, and the next day creating a communications campaign to amplify the diverse voices and ideas of our team members and partners. We work across a breadth of sectors, industries, and geographies to uncover new possibilities for achieving the five pillars of our current strategic plan:

1. **Invite Financial Imagination:** Radically expand and amplify the power of social change leaders to engage finance as a system of power in their work to address social inequality.

2. **Unleash the Power of Policy:** Leverage a local and global social policy to ensure innovative finance advances social equality.
3. **Value the Future of Equality:** Develop a globally recognized investment methodology that analyzes the future of systemic injustice as a mega trend.
4. **Finance Reduction of Gender-based Violence:** Demonstrate the effectiveness of a broad set of strategies that use finance to reduce gender-based violence, so other organizations continue to design and implement.
5. **Reframe Narratives in Innovative Finance:** Expand how innovative finance understands the ways power, bias, and privilege operate and impact systems of finance, so this remarkable field can truly advance social equality.

The Criterion team works in a virtual office environment, from home offices or urban hubs.

About the Position

The Program Operations Team Lead will report to the President and sit on the Program Leadership Team. The position holds responsibility for ensuring excellence, efficiency, and alignment with values in Criterion's execution of all six of the organization's areas of activity (design, teaching, influence, field building, amplification, and learning). This role holds responsibility for how Criterion's brand is represented in the production of events and communications assets and will have the cross-cutting view on relationships to ensure we are actively doing the work to build the relationships necessary to achieve our mission.

Criterion's Program Operations Team organizes and executes on processes across the organization that:

- Deepen and standardize the practices within each of the areas of activity, aligned with organizational values, in collaboration with the broader Criterion team and informed by Program Leadership Team.
- Ensure that our six areas of activity are understood across our team and our core partners, including our funders.
- Manage the prioritization and cultivation of key individuals and institutions across our core audiences which broadly include government agencies, investors, and civil society organizations. Determine the interests of each of our current and prospective partners and present a range of potential invitations for them to engage in our work.
- Manage the core information and technology systems that support programs (such as SharePoint, Salesforce, Planner, social media platforms, Eventbrite, etc.), including on-going development, standardization of usage across programs, and building capacity to use the systems across the organization.
- Manage centralized event processes, distinguishing practices for events for field-building, teaching, design or amplification purposes.

- Manage centralized communication mechanisms, including social media platforms, our website, and organization-wide newsletters to reinforce our brand and the core messages of the organization.
- Manage the publishing process across all areas of activity and program teams including standardized publications such as Criterion’s [Blueprints for Using Finance as a Tool for Social Change](#) and [Roadmaps to Action on Financing the Reduction of Gender-based Violence](#). This role includes managing printing, inventory, and fulfillment for our publications.

Responsibilities

Team Leadership and Management

This role presents an opportunity to work closely with Criterion’s President, program leadership, and multi-talented direct reports to ensure our cutting-edge work is carried out with excellence, efficiency, and in alignment with our values. Within that, this role will:

- Manage a growing team of direct reports responsible for strategic relationships, systems development, graphic design, communications, and other functions.
- Determine priorities and timelines for Program Operations Team workplan.
- Contribute to the timely development of thorough processes, procedures, and practices for program operations that enable the team to effectively meet objectives and live out our values.

Events Production and Management

Events are core to how Criterion convenes our network, carries out our Teaching, Amplification and Field Building activities, and deepens relationships with partners and other stakeholders who drive our work forward. This role has the opportunity to:

- Lead the implementation of Criterion’s events management policies and procedures, ensuring events are held in line with the organization’s values and practices
- Design an organization-wide calendar of events and ensure on-time delivery of all steps necessary for the events to achieve their goals
- Co-lead the production of Criterion’s signature Convergence convening, which brings together our partners and other ecosystem players across government, finance, and civil society to design new solutions for using finance as a tool for social change

Communications Production and Management

As part of our Amplification activity, Criterion is actively working to get louder as an organization and to share ideas, tools, and other aspects of our six areas of activity more widely through multimedia channels and strategic partnerships. This role will support that goal with opportunities to:

- Manage production and maximize amplification of multimedia communications assets
 - Work with Program Leadership Team to establish timelines and objectives in line with organizational and programmatic goals
 - Ensure content creation, editing, proofreading and formatting is conducted on time and in line with organizational brand and standards

- Contribute to planning for organizational publicity and external media placement, taking into account opportunities to amplify through our partner organizations
 - Manage a team of part-time communications contractors, including videographers, social media specialists, and graphic designer
- Supervise and provide critique on creative and strategic communications messaging across channels, including:
 - Newsletter content creation, proofreading, editing, and formatting as needed
 - Podcasts and other multimedia content
 - Social media content creation and monitoring
 - Amplification events
 - Supporting the maintenance of Criterion’s website, including updating content from newsletters, events, and projects. Collaborate with contracted web developer on website revamp
- Develop organization-wide communications calendar and ensure on-time delivery of publications and other communications assets
- Identify ideas across the organization to share across communication channels

Qualifications

- Knowledge of and experience in gender lens investing, impact investing, innovative finance and/or related fields is a must
- Experience as an Executive Producer, Content Manager, and/or Events Producer for a public relation, events production, marketing, or similar firm is strongly preferred
- Experience hiring and managing team members across a variety of skills sets and functions that may be different from your own
- Ability to see ideas through from conception to creation, delivery, and production
- Ability to overcome barriers and create pathways past obstacles
- Comfort externally representing Criterion and our values among executives, board members, and industry leaders

Salary

Salary is commensurate with experience.

How to Apply

Please apply using [this link on our website](#).

Inquiries without a cover letter that demonstrates a knowledge of our mission and a clear statement of how our mission aligns with your goals will not be considered.

Not the right fit? If you are interested in Criterion, however don’t feel this position is the right fit, we encourage you to reach out and let us know what you are interested in about our

organization as well as what you could offer to help us reach our goals. Send an email with this information to info@critterioninstitute.org

Criterion Institute is committed to diversity and to equal opportunity employment. Criterion Institute does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, height, weight, physical or mental ability (including HIV status), veteran status, military obligations, or marital status.