



Program Manager JOB ANNOUNCEMENT

TITLE	Program Manager
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Programs & Development
LOCATION	Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site)

Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Do you have a passion for providing leadership and innovative solutions to help nonprofits succeed?

If so, your passions align with the Charitable Ventures mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Ensure the provision of quality services to fiscally sponsored projects and clients?
- Support business development activities to identify and onboard new projects?
- Implement new incubation services and service delivery changes (i.e. relationship management model)?
- Support development and implementation (i.e. speaker identification) for workshops and trainings?
- Lead department analytics and measurement reporting in compliance with annual business objectives and process improvement goals?
- Communicate CV policies and procedures to fiscally sponsored projects and support continuous process improvement in support of efficiencies and clarity?
- Support the annual and bi-annual budget and budget modification process with support of Finance?
- Support quarterly TA and business planning with fiscally sponsored projects, providing direct advisory support and/or connecting projects to social impact consulting services?
- Manage project grant development process to help projects meet annual financial goals?



- Support the pursuit and submittal of grant opportunities and/or campaigns for CV as an organization
- Lead special community initiatives and partnerships (i.e. internship programs or pro bono coaching) in support of project or CV development and program goals?
- Build up staff and provide performance guidance to ensure best service to projects?
- Manage performance objectives as detailed by annual business plan?
- Collaborate with other managers to identify creative ideas and strategies for implementing new services and processes that bolster project & team success?
- Support CV leadership efforts to create a transparent, equitable & engaged working environment, including adherence to and promotion of company values?

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.

Job Summary

The Program Manager plays a critical role in leading the team of specialists, coordinators, and associates dedicated to providing incubation services to the organization's sponsored projects and regional collective impact efforts. The Program Manager is a management leadership position with several direct reports, representing the organization both internally and externally and is expected to support, advocate and promote the organization.

The primary responsibilities of the Program Manager are to:

- 1) Ensure the provision of quality services to fiscally sponsored projects and clients.
- 2) To manage and develop a growing team of specialists to provide project management and organizational development support.
- 3) To promote the culture, mission and values of Charitable Ventures, both internally and externally.

What are the desired qualifications?

Education:

Bachelor of Arts degree in Social Science, Public Policy, Nonprofit Management, Business, or related field required, and/or commensurate work experience in the nonprofit sector. Graduate degree preferred.

Experience:

7+ years of active program management and/or program development required.



Compensation Commensurate with experience, education, and market - \$70,000-\$80,000 per year

Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Applications: Please send cover letter and resume to HR@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.