



Program Specialist JOB ANNOUNCEMENT

TITLE	Program Specialist
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Program Manager
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 helping nonprofits meet their business and development goals?

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:

- Provide direct training/consulting/advisory services to fiscally sponsored projects?
- Support projects' navigation through our policies and procedures?
- Support the on-boarding process of new projects?
- Create enhanced community connections for projects?
- Support department efforts to build relationship management platform for projects?
- Assist with documentation collection and data tracking?
- Collaborate on special initiatives that require data management, planning, process awareness, and coordination?
- Assist with documentation collection and approval tracking?
- Provide direct communication with CV clients, funders, community applicants and awardees?
- Support the development and implementation of department-specific programming, such as internships, incubation, and workshops?



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 primary role of the Program Specialist is to provide program management, planning, and other advisory services to our fiscally sponsored projects. The Program Specialist will serve as a resource and coach to our project staff to help them meet their goals. This position may also take on special initiatives or projects as needed within the organization and works collaboratively with all CV departments.

As a critical component of CV's incubation efforts, this position will help ensure the department is operating effectively and efficiently. The ability to multi-task, attention to detail, strong organizational skills and a collaborative attitude are a must in this fast-paced and rewarding position.

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 a plus.

Experience:

3+ years of active program management and/or program development required; nonprofit experience preferred, but not required

Compensation Commensurate with experience, education, and market- \$26 to \$32 per hour.

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.