



## CHIEF OPERATING OFFICER/ ASSOCIATE EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

TITLE	Project Kinship- COO/ Associate Executive Director
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Executive Director
LOCATION	Santa Ana, California

### Who is Charitable Ventures and who is Project Kinship?

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.

Fiscally sponsored by Charitable Ventures, the mission of Project Kinship is to provide support and training to lives impacted by incarceration, gangs, and violence through hope, healing and transformation. Since its founding in 2014, Project Kinship has experienced significant growth as an organization and is now providing support for re-entry to schools and the workforce.

### Do you have a passion for providing leadership, management and vision to a diverse team that envisions a world where hope lives and the cycle of despair ends?

If so, your passions align with the Project Kinship 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:

- Work with the Executive Director and senior management team as a strategic partner, leader and mentor?
- Provide strategic oversight to all clinical programs and development opportunities?
- Drive sustainable financial growth through ongoing management of program budgets, cash management and forecast models?



**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 Chief Operating Officer/Associate Executive Director (COO/AED) provides the leadership, management and vision necessary to ensure that Project Kinship fulfills its programmatic mission in the community, exercises sound fiscal practices and achieves organizational effectiveness through operational excellence. As the COO/AED, this team member will oversee all programmatic components of the organization, support revenue development and management, establish a culture of engagement and accountability, and help the Executive Director build out the Board and other community partnerships, and establish Project Kinship as a powerful advocate for criminal justice reform. The COO/AED also partners with the Executive Director and Directors in maintaining the values and culture of the organization, elevating staff relations, and ensuring the promotion of individuals with lived experience.

### **What are the desired qualifications?**

#### **Education:**

Bachelor's degree required. Preferred areas of study include: Business Management, Human Services, Nonprofit Management, Social Sciences. Master's degree preferred.

While a License Eligible Master's level in Social Work or Counseling is not required, understanding of clinical and/or social sector programming is preferred.

#### **Experience:**

- Command of general financial principles and ability to interpret and communicate financial reports and statements
- Extensive management and program experience with a focus on provision of social services and/or county programs
- Strong knowledge of HR best practice, including recruitment, professional development, and employee relations management
- Understanding of government and foundation contracts
- Demonstrated competence in service coordination and networking with other human service, health care providers and government agencies.
- Knowledge and experience in administration of a team effort, including team building; familiarity with referral sources; and the ability to supervise and manage both professional and paraprofessional staff.



- Knowledge of working principles of Trauma Informed Services
- Ability to work in multidisciplinary team of care including peers, consumers, and families
- Experience working with and understanding boards and other governance bodies

**Compensation** Commensurate with experience, education, and market (\$115,000 - \$125,000)

### 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](mailto: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.*