



Program Manager, Client Services JOB ANNOUNCEMENT

TITLE	Program Manager, Client Services
FLSA STATUS	Exempt
PAY CLASS	Full-Time
REPORTS TO	Chief Operating Officer
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 leading and developing a team of nonprofit professionals?

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 all Charitable Ventures clients?
- Manage and develop a growing team of staff and consultants, to provide support services?
- Promote the culture, mission and values of Charitable Ventures both internally and externally?
- Support the critical work of the social sector?
- Work with like-minded people?

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, Client Services plays a critical role in leading the team of staff members dedicated to providing grant, evaluation, strategic planning, and other related consulting services to Charitable Ventures social impact consulting clients. The Program Manager, Client Services is a management leadership position with several direct reports, including some onsite and offsite staff, and represents the organization both internally and externally and is expected to support, advocate for, and promote the organization.

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, including experience in supervising staff and leading a team, required.

Compensation Commensurate with experience, education, and market (\$75,000- \$85,000)

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.

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.