



## PROJECT DIRECTOR- Santa Ana Active Streets JOB ANNOUNCEMENT

TITLE	Project Director
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time (30 hours)
REPORTS TO	SAAS Advisory Council and CV Human Resources
LOCATION	Santa Ana, California and/or Remote

### Who is Charitable Ventures and who is Santa Ana Active Streets?

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.

Santa Ana Active Streets (SAAS) is a fiscally sponsored project of Charitable Ventures. SAAS is a community-based organization with the mission of cultivating diverse community participation in creating a safe and accessible environment for active transportation in Santa Ana. Formed in 2013, our vision is to empower residents to become engaged participants in the emerging active transportation movement in Santa Ana by hosting community events, partnering with local organizations, and working directly with city officials. We organize community activities to support safe and healthy active transportation initiatives. We also work to ensure resident interests are represented in the City's active transportation policies and plans by providing input and recommendations to the City, as well as assisting in acquiring funding to facilitate bicycle- and pedestrian-friendly infrastructure for the community.

### Do you have a passion for overseeing mission/vision, daily operations, fundraising, budgeting and board relations?

If so, your passions align with the Charitable Ventures/SAAS 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!



**CHARITABLE  
VENTURES**  
A Center for Social Change



Are you ready to:

<p>In support of the organization the Project Director provides:</p> <ul style="list-style-type: none"> <li>● Contract and Vendor Management</li> <li>● Communication and coordination requests by Fiscal Sponsor</li> <li>● Purchasing of materials, paying vendors and processing employee reimbursements</li> <li>● Development of workplace policies and procedures</li> <li>● Coordination with the fiscal sponsor to maintain compliance, including, but not limited to tax, labor, and insurance</li> <li>● Recruit and hire persons with specialized tasks that are needed to complete activities (e.g. web design, graphic design, photography)</li> <li>● Ensure staff compliance with contract/grant deliverable criteria and objectives</li> </ul>
<ul style="list-style-type: none"> <li>● Develop, update and coordinate fundraising strategy</li> <li>● Foster partnerships with existing and future donors</li> <li>● Coordinate annual social media fundraising campaign(s) (e.g. Giving Tuesday) and fundraising event(s) (e.g. River ride)</li> <li>● Execute grant proposals; compile grant materials; draft proposals</li> <li>● Procuring certificates of insurance and non-profit status verification to clients</li> <li>● Work with the fiscal sponsor on financial and logistic feasibility of activities</li> <li>● Supervise employees</li> </ul>
<ul style="list-style-type: none"> <li>● In collaboration with staff, advisory council members, community members, and Charitable Ventures staff:             <ul style="list-style-type: none"> <li>○ Develop and update operating budgets</li> <li>○ Develop annual and mid-year budgets</li> <li>○ Update program budgets and create budget for new programming</li> </ul> </li> <li>● Maintain archive of monthly financial statements and share with Advisory Council on a regular basis and at their quarterly meetings</li> </ul>
<p>In support of the advisory council, the Project Director provides:</p> <ul style="list-style-type: none"> <li>● Coordination of quarterly meetings and supports ad hoc committees</li> <li>● Recruits new advisory council members</li> <li>● Organizes agendas and minutes, e.g. working notes</li> <li>● Prepares reports of SAAS business at quarterly AC meetings</li> <li>● Carries out actions taken at AC meetings or delegates tasks to the most relevant party</li> <li>● Submits to AC quarterly reports updating yearlong programmatic, fund development and organizational strategy</li> </ul>

**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

Santa Ana Active Streets (SAAS) SAAS is a community-based organization with the mission of cultivating diverse community participation in creating a safe and accessible environment for active transportation in Santa Ana. Formed in 2013, our vision is to empower residents to become engaged participants in the emerging active transportation movement in Santa Ana by hosting community events, partnering with local organizations, and working directly with city officials. We organize community activities to support safe and healthy active transportation initiatives. We also work to ensure resident interests are represented in the City's active transportation policies and plans by providing input and recommendations to the City, as well as assisting in acquiring funding to facilitate bicycle- and pedestrian-friendly infrastructure for the community.

## What are the desired qualifications?

### Education:

Bachelor's degree or commensurate experience

### Required Skills/Knowledge/Abilities:

- A strong commitment to the mission and vision of Santa Ana Active Streets
- Minimum 4 years experience in organizational development, administration, and oversight; fundraising and development; supervising staff and volunteers; and managing and overseeing organizational budgets; ideally from a transportation, public health, environmental nonprofit or related public or private institution
- A passion for the creation and delivery of high quality, mission-driven programs
- A commitment to equity, diversity, inclusion and access and a willingness to collaborate as a leader to support and prioritize these values, especially in staff management, organizational development, fundraising, administration and oversight.
- **Team/Department leadership and staff management experience mandatory.** Desire to be a part of a small team and ability to work cooperatively. Experience working with and building advisory council relationships.
- Strong project & time management skills with excellent attention to detail, including proactive and self-directed development of work plans (from concept to delivery), timelines, and budgets. Able to set appropriate priorities, make and meet deadlines, manage multiple projects and relationships simultaneously. The ability to work independently and in close partnership with the fiscal sponsor staff and SAAS Advisory Council.



- Ability to work remotely as well as work outdoors for hours at a time for community bike rides, walks, bike rodeos and bike classes, including evening and weekend hours.
- Existing/prior experience working with and networking within the Santa Ana community, especially within areas of transportation, public health, and social justice
- Experience working with youth, seniors, undocumented residents, and monolingual Spanish speakers.
- Strong interest in transportation, mobility justice, and natural and environmental issues
- Able to perform this role safely, without endangering the health or safety of themselves or others.
- Proficiency in various online tools and technology for daily operations, such as Google Workspace for email, documents, calendaring, decks, spreadsheets and Google Meet.

**Desirable Experience and Qualifications:** While not required, any of the below qualifications could enhance a candidate's ability to fill this role.

- Minimum of four years of professional experience working on issues related to transportation, community health.
- Professional experience working with
  - Santa Ana Nonprofits
  - City of Santa Ana
  - Orange County officials, nonprofits, and community groups
  - Santa Ana School District
- Fluent in multiple languages (e.g., bilingual, 3 or more languages)
- Excellent knowledge of Adobe Express, Canva or similar graphic design software
- Experience with marketing strategy, content creation, and marketing management
- Competency of Adobe Suite programs (e.g., Premiere, illustrator, photoshop)
- Development experience in grant writing
- Experience planning large events (for 100+ people)
- Robust public education experience/exposure
- Masters degree
- Familiarity with CRMs such as Wordpress, and/or InDesign a plus

**Compensation** Commensurate with experience, education, and market (\$30 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 [kris@saascoalition.org](mailto:kris@saascoalition.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.*