



Public Contracts Specialist JOB ANNOUNCEMENT

TITLE	Public Contracts Specialist
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Public Contracts 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 supporting nonprofit contract management?

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 administrative support to publicly funded contracts?
- Monitor contract deliverables and outcome targets and program financials?
- Maintain and deepen strategic relationships with public contract agencies and community partners?
- Measure risk and performance through data tracking, performance metrics and reporting?
- 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 Public Contracts Specialist provides program management, coordination, planning and technical support to the organization's publicly funded projects. They will provide active contract management and maintain transparent and clear communications with project staff and public funding agencies. The Public Contracts Specialist will manage public contract requirements, tracking deliverables, outcomes, reporting, invoicing and coordinate internal and external resources to drive project performance and manage risk.

As a critical component of CV's efforts to establish a public contracts division, this position will help ensure the department is operating efficiently and effectively. CV will rely on this position heavily for administrative support. This position requires the ability to understand contract management and general business administration. They will be responsible for communicating with other CV Core divisions and staff to ensure timeliness of meeting contract requirements, such as contract deliverables, reports, and invoicing. Multi-tasking, attention to detail, prioritizing 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 preferred, and/or commensurate work experience in the nonprofit sector. Graduate degree a plus.

Experience:

3+ years of active program management and/or contract management required, Government contract management and financial acumen a plus. Nonprofit experience preferred, but not required.



Compensation Commensurate with experience, education, and market (\$25 - \$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 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.