



## Sponsored Projects Associate JOB ANNOUNCEMENT

JOB TITLE	Sponsored Projects Associate
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Sponsored Projects Manager
LOCATION	Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site)

### Who is Charitable Ventures?

Founded in 2007, Charitable Ventures is a 501(c)3 nonprofit organization that provides fiscal sponsorship, incubation, and capacity building services to community projects and nonprofits, in support of social innovation, community transformation, and a stronger social sector.

### 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:

- Ensure department improved efficiency, productivity, and customer service
- Provide general administrative assistance to program staff
- Communicate and track project deadlines amongst all CV departments
- Collaborate with all CV departments to meet project objectives
- Support CV and project staff with event preparation and administration
- Perform regular data entry and create reports from CV databases as requested.
- Provide general status updates on regular administrative duties
- Support program staff with general project maintenance as needed

**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 Sponsored Projects Associate fulfills a key role in the day-to-day operations that support special initiatives, and the incubation of regional nonprofits in Orange County. The Sponsored Projects Associate supports quality assurance measures, facilitates operational and program processes, and provides general office support. In addition, the Associate works with all CV staff and departments of the organization, including the staff of our nonprofit projects. As a critical component of CV's internal operations, the Sponsored Projects Associate ensures that CV operates effectively and efficiently.

## What are the desired qualifications?

### Education:

High School Diploma, Bachelor of Arts degree, or equivalent work experience preferred.

### Experience:

Two (2) or more years of administration support required

**Compensation** Commensurate with experience, education, and market- \$22 to \$25 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](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.*