



Programs and Marketing Coordinator JOB ANNOUNCEMENT

TITLE	Programs and Marketing Coordinator
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Programs Manager
LOCATION	Santa Ana, California- Hybrid Schedule with Remote Work

Job Summary The Programs & Marketing Coordinator will fulfill a key role in the day-to-day operations that help to execute CV initiatives, market our brand and incubate regional nonprofits in Orange County. As a critical component of CV's internal operations, this position will help ensure CV is operating effectively and efficiently. The ability to multi-task, attention to detail, strong organizational skills and a collaborative attitude are a must in this fast-paced and rewarding position. This position works with all CV departments.

The primary roles of the Programs and Marketing Coordinator will be to provide administrative, marketing, and direct support to Charitable Ventures, its fiscally-sponsored projects, and its clients. This is a unique role for an applicant with a strong interest in being exposed to the many aspects of nonprofit business and supporting multiple social sector causes.

The Programs and Marketing Coordinator has three core focus areas:

- 1) **Programs:** Aid in work directly supportive of CV's fiscally sponsored projects.
- 2) **Special Initiatives:** Support Charitable Ventures special initiatives including the administrative needs of multiple charitable funds.
- 3) **Marketing:** Support and execute a unified brand effort for Charitable Ventures, its fiscally-sponsored projects and clients across various digital marketing platforms and through various forms of collateral.

Education/Experience Requirements Minimum requirements include:

- Bachelor's degree required. Preferred areas of study include: Communications, Nonprofit Management, Business or related field. Equivalent experience in the nonprofit sector may be accepted in lieu of a degree.
- Two year's of paid, intern or volunteer experience with program development and/or marketing required; nonprofit experience or leadership roles a plus.
- Core competencies: Excellent written, verbal, and interpersonal communication skills; excellent attention to detail and accuracy; excellent project and time management skills; experience managing and balancing the needs of multiple tasks at once.



- **Desired Characteristics:** Experience with and passion for the work of the nonprofit sector; leadership experience in a professional or volunteer role; ability to independently problem solve, and make decisions; willingness to accept, try new ideas and adapt to new methods & processes; excellent team collaboration skills; ability to work in a fast-paced environment; sense of humor.

Compensation Commensurate with experience, education, and market (\$22 to \$26 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
- Part-time employees (29 hours per week or less): paid sick leave
- Flexible Hybrid Work Schedule- 3 days in office, 2 days remote at home.

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.