



Client Specialist II JOB ANNOUNCEMENT

TITLE	Client Specialist II
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Client Services
LOCATION	Santa Ana, California

Job Summary

Charitable Ventures is launching a new regional initiative to provide training, facilitation and financial education to small nonprofits. This will be a collaborative effort with other regional capacity building partners, and will focus resources and content on organizations with less than \$1M in revenue, and on BIPOC led or focused organizations. This will be a 12-month initiative and the primary focus of this posted position.

Because of this, Charitable Ventures is seeking a dynamic individual to serve as a Client Specialist II. This individual will represent Charitable Ventures and provide high-level facilitation, content development and project management for the regional initiative, as well as serve as a valuable team member on the Client Services team, providing other consulting services to nonprofits and foundations in furtherance of Charitable Ventures' own mission, to strengthen communities and impact positive social change through incubation, regional initiatives and consulting.

Education/Experience Requirements

 Minimum requirements include:

- At least five (5) years of consulting or project management experience working in social services, planning or other nonprofit;
- Experience with and understanding of Diversity, Equity, and Inclusion philosophies, methodologies, competencies, and programs.
- Demonstrated experience with strategic planning, project management, facilitation and consulting
- Demonstrated experience in managing large complex projects or teams or collaborative efforts
- Understanding of nonprofit management, sustainability and financial education
- Understanding of grants management and reporting
- Calm, collegial, collaborative work style;
- Extensive experience with Microsoft Word, Excel, and PowerPoint preferred;
- Bachelor's degree required; advanced degree in relevant field preferred

Compensation Commensurate with experience, education, and market (\$60,000-\$68,000)



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
- Part-time employees (29 hours per week or less): paid sick leave

Company Summary

Launched in 2007, Charitable Ventures is a non-profit incubator dedicated to creating positive social change. The agency provides incubation and sponsorship to emerging nonprofits, offers space for social entrepreneurs to bring innovative ideas to the social sector, and offers consultation and capacity-building services to established nonprofits. Since inception, we have fiscally sponsored more than 70 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. Because of the primary focus of this position in years 2021 and 2022, BIPOC candidates encouraged to apply.