



PROGRAM SPECIALIST, CONTRACTS JOB ANNOUNCEMENT

TITLE	Program Specialist, Contracts
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Program Manager, Contracts
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 providing support to nonprofit leaders and ensuring contract compliance?

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 training, consulting and advisory services to nonprofit leaders?
- Actively monitor contract deliverables and outcome targets to ensure that mission objectives are achieved?
- Maintain and deepen strategic relationships with public contract agencies and community partners?
- Monitor and assess nonprofit project financial health, program activity and contract performance risk?
- 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 Program Specialist, Contracts provides advisory services, program management, coordination, planning and technical support to the organization's publicly funded sponsored projects. They will provide active contract and relationship management and maintain transparent and clear communications with sponsored project staff and public funding agencies. The Specialist will manage sponsored project contract requirements, as well as 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 effectively and efficiently. This position requires the ability to understand complex financials/budget planning, contract management and general business administration. Multi-tasking, attention to detail, 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 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.

Compensation Commensurate with experience, education, and market (\$26.92 to \$32.69 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.