



PROJECT MANAGER DEVELOPMENT, CAPACITY BUILDING, AND PLANNING SERVICES JOB ANNOUNCEMENT

TITLE	Project Manager
REPORTS TO	Director of Partnerships & Capacity Building
LOCATION	Santa Ana, California

Job Summary

The primary role of the Project Manager is to provide research, writing, editing, and planning services and manage activities in support of the organization's external clients and fiscally sponsored projects. The Project Manager ensures that work is completed within prescribed time frames and funding parameters and to the company's standards. The Project Manager also provides feedback and support to all staff members associated with fund development and capacity building services for the organization.

Responsibilities

Project Management

- Research funding sources that align with clients' missions and programs and prepare Grant Opportunity Reports and Grant Calendars
- Develop monthly work plans for clients and prepare assignments for team members and grant writers; allocate hours to team members and grant writers to support project deliverables
- Record and track deadlines and completion of grants and projects in company systems and provide status updates to clients and management
- Participate in Client Services and Incubation Services team meetings to build systems and protocols, direct strategy, and report progress across clients and projects
- Track client activities through each month to ensure the organization's full and timely completion of contractual commitments

Content Development

- Work directly with clients to gather needed information for grant proposals and other fund development projects
- Write, develop, and edit grant letters of inquiry and proposals, master grant narratives, logic models, and other documents that support the development needs of clients, incorporating client feedback and information
- Prepare grant budgets with clients
- Create, edit, and complete other products and services related to all company service lines

General Company Activities and Support



- Attend to various administrative matters
- Attend staff meetings
- Attend sector conferences and trainings
- Provide feedback and support to all department staff members

Key Qualifications

- Excellent written, verbal, and interpersonal communication skills
- Excellent attention to detail and accuracy
- Strong project and time management skills
- Experience with and passion for the work of the nonprofit sector

Experience Requirements

- Two (2) years of project management and grant writing experience in the nonprofit sector required; three (3) years preferred
- Collegial, collaborative work style required

Education Requirements

Bachelor's degree required; advanced degree preferred

Compensation

\$27-\$29 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

Company Summary

Charitable Ventures was launched in 2007 in Orange County, California to encourage the growth of innovative regional nonprofits through fiscal sponsorship and strategic support. As a nonprofit incubator, Charitable Ventures has fiscally sponsored more than 60 community projects and regional initiatives since its inception. This year, Charitable Ventures expanded its capacity building efforts for the nonprofit sector via the addition of staff and resources from The Olin Group, a regional consulting firm that has been supporting nonprofit organizations since 2002. In 2019, Charitable Ventures anticipates sponsoring 32 active projects on track to raise between \$10 and \$12 million, supporting them with fiscal sponsorship, incubation, and capacity building services.

Applications: Please send cover letter and resume to hr@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity.