



Associate

Job Description

Apply: www.sdsvp.org/careers

Organization

If you want to make a meaningful difference in the nonprofit and philanthropic world, consider applying to Social Venture Partners (SVP). Our work with nonprofits is unmatched in San Diego and enables organizations to increase their impact for the people they serve. As we ramp up to increase our reach, we are seeking a creative, focused, passionate, driven individual who will solidify our growth trajectory by increasing the quality and quantity of our pro bono consulting engagements with local nonprofit organizations.

Social Venture Partners provides pro bono consulting to San Diego nonprofits with teams of our Partner consultants. These talented professionals volunteer their time to come alongside nonprofit leaders to build stronger organizations so they can be more effective at addressing the community's most pressing issues. Learn more about the work of our teams [here](#).

Opportunity

As an Associate, you will join a small and dynamic staff that is shifting into growth mode. You will be a critical part of ramping up our efforts and increasing the sustainability and effectiveness of the San Diego nonprofit sector.

Reporting to the Chief Operating Officer, you will manage a portfolio of consulting teams that work across issue areas and 12 functional support areas including strategic planning, operations, finance, marketing, and board governance. In doing so, you will work side-by-side with our Partners who are entrepreneurs, high-level business executives, and experienced nonprofit leaders and who volunteer their time with SVP. You will support them in translating their professional expertise to the nonprofit sector.

You will also coordinate our twice-annual nonprofit selection process, which involves interfacing with a wide range of San Diego nonprofits. Additionally, you will play a central role in our core organization including strategy, communication and operations. You will gain first-hand experience working in a highly efficient and effective nonprofit organization and in best practices for consulting.



Responsibilities

Consulting Engagement Management: 70%

- Oversee a portfolio of consulting teams comprised of our Partner consultants
- Provide team support in launching engagements including arranging and attending site visits and other meetings with nonprofits
- Support engagement execution by collecting and tracking key materials for engagements including scopes of support, memorandums of understanding, and project materials
- Offer resources and guidance to Partner teams to facilitate quality outcomes; translate lessons learned into actionable tactics for future engagements
- Assist and motivate member Partners to navigate engagement resources, learn from each other, and deliver quality advice to nonprofit clients
- Track impact by compiling feedback surveys and other post-engagement data; write impact statements and blog posts

Engagement Sourcing & Selection (15%)

- Coordinate two annual cycles to accept nonprofits to receive consulting teams
- Develop and maintain quality materials
- Smoothly manage a multi-step, multi-pronged process
- Interface with nonprofit leaders who are interested in our services
- Manage communication and outreach to multiple audiences including Partners, nonprofits, funders and strategic partners

Communication: 10%

- Write communication pieces to tell our story internally and externally including articles, presentations, social media posts, blog posts, website text, annual report, newsletters, and press releases
- Create basic graphic elements and materials using Canva and other design platforms

Operations: 5%

- Collaborate to support the overall function of our small staff

Other duties as necessary.



Core Values

Social Venture Partners is a values-driven organization, so how a member of our team achieves results is important. The following are essential:

- *Community* – Believes in the importance of authentic and strong relationships with our member Partners and the greater nonprofit community
- *Continuous learning* – Full of energy for the things he/she sees as challenging and is never done adding to their knowledge and perspective
- *Trustworthy* - Can be relied upon to respect the interests of others
- *Personal Accountability* – Backs up words with action, finishes what they start
- *Excellence* – Inspires themselves and others to stretch. Acts with integrity and produces high quality work
- *Collaborative* - Balances assertiveness and cooperation to achieve win-win solutions

Competencies and Skills

- Interested in organizational development, management consulting, or change management
- Understands the functions of a business or nonprofit organization
- Has strong relationship management and communication skills
- Has outstanding project management skills; excellent at planning, prioritizing, and organizing; detail oriented
- Can orchestrate multiple activities at once to reach a goal; uses resources effectively and efficiently, knows how to organize people and activities; works proactively with limited direction
- Creative problem solver; thinks strategically and creatively; quickly finds common ground and solve problems for the good of all
- Collaborative; team player and cooperative
- Flexible; enjoys the challenge of unfamiliar tasks; shifts gears comfortably; decides and act without having the total picture; can handle uncertainty and ambiguity
- Willing to “roll up the sleeves” and work at a level of detail appropriate to the size of the organization
- Excellent writer and communicator
- Graphic design capability a plus
- Has a sense of humor



Qualifications

- Minimum of two years of relevant work or internship experience required
- Undergraduate degree required
- MBA, MPA, MA or similar preferred

Hours, Work Environment and Benefits

- Full-time, non-exempt position
- Salary range between \$60,000 and \$70,000 annually
- Hybrid work environment; in office minimum two days per week at our office in Old Town
- Benefits include health insurance, 15 days of vacation plus 10 paid holidays, sick leave, and professional development opportunities
- Opportunity for broad and impactful work experience in a social impact organization
- Potential to represent the organization in community forums
- Occasional evening meetings/special events required

To Apply

Please submit the following materials electronically through the link provided below:

- A one-page cover letter
- A resume

Apply: www.sdsvp.org/careers

SDSVP is an Equal Opportunity employer. Personnel are chosen based on ability without regard to gender, race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state laws.