



Business Administrator

Job Description

Apply: sdsvp.org/careers

Organization

If you want to play a central role in increasing the impact of nonprofits across the San Diego region, consider applying to [San Diego Social Venture Partners](https://sdsvp.org) (SVP). SVP has a 23-year legacy of nurturing the social impact landscape in San Diego. We provide customized, hands-on, pro bono consulting to nonprofits with teams of our volunteer consultants, called “Partners.” We recruit, train, inspire and support teams of these professionals who volunteer their time to work in partnership with nonprofit leaders. Together, we build stronger nonprofit organizations that will be more effective at addressing the community’s most pressing issues. Learn more about the work of our teams [here](#).

In this role, you will have a core role in ramping up our efforts and increasing the sustainability and effectiveness of the San Diego nonprofit sector.

Opportunity

Reporting to the Chief Executive Officer, the Business Administrator will ensure that the operational elements of our business are seamless such that our facilities, programs, and operations run smoothly and with the highest level of professionalism. You’ll make sure that the trains run on time and that our organization operates from a place of strength.

This is an opportunity to get in at the ground level of a fast-growing organization in San Diego, with a highly unique value proposition to advance organizational strength of the nonprofit sector. As an established yet growing organization, SVP offers long-term career opportunities.

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Responsibilities

Facilities and Event Management:

- Ensure that our office space supports high quality service delivery to local nonprofits and reflects the professionalism and welcoming culture that is central to our model. Visitors should feel hosted and staff members should feel supported and comfortable.



- Provide excellent customer service to all office visitors.
- Liaise with building management and facilities.
- Manage all logistics related to on- and off-site trainings and events including, but not limited to, vendor/supplier/caterer coordination, space reservations, meeting reminders, nametags, and processing registrations.
- Schedule meetings and assist with follow-up for the CEO, board members, key staff, and other organization ambassadors for outward facing events, trainings and engagements.
- Ensure that office operations run smoothly in an organized and efficient manner by keeping the office organized and stocked, including the kitchen, conference rooms, and common work areas.

Operations:

- Support the CEO to highly leverage their time by providing administrative, calendar and operations support.
- Efficiently manage multiple databases, contact information, and project data in Salesforce.
- Generate reports and data to support initiatives across our organization.
- Proactively manage the organizational calendar.
- Ensure that each team member has proper technology (phone, computer, cameras, microphones, etc.) that supports them to perform their role at the highest level.
- Place catering orders for meetings and events.

Fund Development and Accounting:

- Track member donations through effective invoicing, acknowledgement, and appreciation.
- Support CEO with financial management by scanning, coding and filing receipts, and preparing checks for review and signature.
- Provide support for grant applications, processing and reporting including coordinating supporting materials.

Engagement Management:

- Support a trusting and productive relationship with local nonprofits and volunteers.
- Efficiently manage project data and its entry into Salesforce and related case management files.



- Collaborate with engagement management team on communication, event management and RSVPs, database management, scheduling key meetings, placing food orders, etc.

Communication:

- Support the Associate for Communication and Development to produce collateral materials including newsletters, website content, print content and social media posts.
- Support graphic design needs by using simple online tools for basic graphic design and print related needs.
- Maintain and update website data including Partner bios, nonprofit engagements, blog posts and events. Occasionally refresh visual assets including photos and other graphics.
- Support all team members to update and maintain content across website as needed (e.g. selection cycles, nonprofit applications).

Other duties as necessary to support the overall function of our small staff.

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.
- *Continuous learning* – Full of energy for the things he/she/they see 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

- Enjoys working behind the scenes to produce high quality work products that drive impact for the organization.
- Willingness and aptitude to “roll up the sleeves.”



- Creative yet extraordinarily detail oriented and consistently executes with excellence.
- Natural tendency to make things look good visually and enjoys when everything is organized and tidy.
- Enjoys the challenge of unfamiliar tasks; can shift gears comfortably; can decide and act without having the total picture; can comfortably handle uncertainty.
- Ability to work independently and proactively with limited direction.
- Has a sense of humor.

Qualifications

- B.A. or equivalent work experience
- At least three years of relevant professional experience.
- Advanced proficiency with computers including Microsoft Word and Excel; Salesforce, Canva and WIX experience helpful but not required.

Hours, Work Environment and Benefits

- Full-time, non-exempt position; hours per week negotiable
- Salary range between \$55,000 and \$65,000 annually
- Hybrid work environment; flexible hours policy in place
- Benefits include health insurance, 15 days of vacation (increasing to 20 days after two years) plus 10 paid holidays and sick leave
- Professional development opportunities
- Opportunity for broad and impactful work experience in a social impact organization
- Occasional evening meetings/special events required

To Apply

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

- A one-page cover letter that explains your background and interest in the position
- A resume

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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.