



## **Associate**

*Programs & Knowledge Management*

### **Job Description**

Apply: [www.sdsvp.org/careers](http://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 creative, focused, passionate, driven individuals who will solidify our growth trajectory to increase 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](#).

*NOTE: As of May 2025, Social Venture Partners will debut its new name, Amplified Impact Partners, reflecting our growth and expanded vision.*

#### **Opportunity**

As an Associate, you will join a close-knit, dynamic staff during an exciting time of organizational growth. You will be a critical part of expanding our reach and increasing the sustainability and effectiveness of the San Diego nonprofit sector. You will gain first-hand experience working in a highly efficient and effective nonprofit organization and in best practices for consulting.

**You will coordinate our newly developed Crisis Response Flex Team program.** This is SVP's signature program intended to help nonprofits survive, transform, and adapt to a changing philanthropic landscape, including a decline in federal funding. Flex Teams provide nonprofits with high-touch, collaborative and implementation-focused consulting and coaching delivered in an accelerated format through a structured and adaptable eight-week program. In support of this program, 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 oversee program outreach, nonprofit intake, and



team placement. You will provide ongoing project support and track engagement activities and outcomes.

**You will also play a key role in training and knowledge management**, helping our Partner consultants translate their skills to effectively consult with nonprofits. You will assist in developing and delivering Forums (trainings) that capture learning in the form of consulting frameworks and project tools. You will ensure execution of our organizational learning strategy, managing timelines and deliverables for content creation, project execution, and training events throughout the year. You will help identify resources to share with our Partners and ensure that The Exchange, a curated selection of proprietary tools and recorded trainings, is updated, easily accessible, and effectively used.

## **Responsibilities**

### Program Coordination 65%

- Flex Teams: Coordinate Flex Teams, steering operations for short-term responsive projects with multiple nonprofits including intake and placement process, workshop facilitation and ongoing project support
- Partner Training Program: Ensure a well-coordinated training program, driving project management processes for curriculum development and the facilitation of learning opportunities (i.e. Forums, orientation sessions, etc.)
- Develop communication and outreach to multiple audiences including Partners, nonprofits, funders and peer organizations

### Knowledge Management (25%)

- Interface with experienced Partners to synthesize expert knowledge into adaptable consulting frameworks and approaches with nonprofits
- Develop and maintain quality training and resource materials including slide decks, worksheets, and consulting resources
- Identify new training resources, including successfully implemented project tools and templates that can be effectively used across teams

### Impact Measurement and Data Collection (5%)

- Develop meaningful measurements to ensure quality outcomes for nonprofits
- Translate lessons learned into actionable tactics
- Report on impact by compiling feedback surveys and other post-project data; write final reports



- Track medium- and long-term project outcomes for Flex Teams and other consulting engagements
- Monitor the implementation and use of SVP's consulting frameworks and tools and their effect on nonprofit impact
- Identify opportunities for external storytelling

#### Operations: 5%

- Collaborate to support the overall function of our small staff

*Other duties as necessary. This job description does not constitute a contract and may be adjusted based on organizational needs.*

#### **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
- *Trust* - 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

#### **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
- Excellent writer and communicator
- 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 solves problems
- Collaborative; balances assertiveness and cooperation to achieve win-win solutions
- Flexible; enjoys the challenge of unfamiliar tasks; shifts gears comfortably; decides and acts 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
- Solid graphic design skills; comfortable creating visually appealing slides and materials
- Has a sense of humor

### **Qualifications**

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

### **Hours, Work Environment and Benefits**

- Full-time
- Salary between \$60,000 and \$75,000 annually, depending on experience
- Professional and collegial hybrid work environment with a combination of remote and in-office days
- 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
- Occasional evening meetings/special events required
- Non-exempt position under the Fair Labor Standards Act (FLSA) and applicable California wage and hour laws

### **To Apply**

Please submit the following materials electronically at [www.sdsvp.org/careers](http://www.sdsvp.org/careers).

- A one-page cover letter
- A resume

*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.*