



## Program Coordinator

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### **About SVP Boulder County**

[Social Venture Partners Boulder County, Inc](#) (SVP) believes strong nonprofits deliver better results and engaged, educated givers have greater impact. So we go beyond traditional philanthropy, working side by side with givers and nonprofits to provide educational support, leadership development, and consulting support. SVP is an independent 501(c)3 and a member of the global SVP Network.

To make a deep and sustainable positive impact on our Boulder County community, SVP believes in engaging & learning, leveraging & strengthening, connecting & collaborating, inclusivity & respect, and taking risks & growing. These values will be considered in hiring.

The Program Coordinator is responsible for providing management and administrative services to programs that serve nonprofits and givers in order to further the mission of SVP. The position is classified as Exempt, Regular Full-time at 40 hour per week and is supervised by the Executive Director.

### **Specific Job Responsibilities Include**

#### Program Management and Administrative Support (35 hours/week)

Implements and strengthens SVP's *Boards with Brains* (board member education), *Invested EDs* (facilitated executive peer learning), *Execs Evolve* (executive coaching), *Pivot Points* (organizational assessment), and *Catapult* (consulting investment) programs by:

- Leading coordination for program implementation,
- Updating existing or crafting new programs and activities,
- Engaging volunteer or contractor providers and co-creating content,
- Leading nonprofit client business development efforts,
- Processing applications from both potential clients and volunteer providers,
- Making meeting arrangements,
- Preparing, maintaining, and distributing information and materials,
- Arranging session logistics (e.g. venue, catering, etc.),
- Running registration, preparation of session materials, and other admin support
- Maintaining and updating processes and procedures in concert with staff and volunteer leadership,
- Ensuring adherence to established guidelines, timelines, and deadlines,
- Maintaining an up-to-date Salesforce database,
- Coordinating evaluation activities for each program,
- And, providing support to volunteer leadership and the executive director.

### Operational Admin Support (5 hours/week)

- Supports the organization's proper adherence to local, state, and federal requirements and registrations;
- Maintains Salesforce database; provides support for internet and intranet;
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques;
- Provides event support to other staff as needed;
- Maintains supplies inventory;
- Fields telephone calls and general email inquiries;
- And, completes other duties as assigned.

### **Qualifications**

The successful candidate will have:

- An undergraduate degree and three years or more experience in a professional environment
- Excellent written and oral communication skills
- A strong attention to detail and superb organizational skills
- The ability to work an occasional morning or evening event
- Ability to respond quickly when necessary, to anticipate a wide-range of professional needs, and to work in a fast-paced environment
- Computer proficiency and confidence with Microsoft and Google software
- The ability to handle multiple projects simultaneously
- A willingness to work collaboratively and grow as part of a team of members and constituents from diverse backgrounds
- Confidence in working with highly successful individuals and major donors
- Experience working with nonprofit organizations and a demonstrated passion for bettering Boulder County will be given preference

### **Pay Scale & Benefits**

- 40 hours per week
- Pay scale of \$44,000 to \$48,000
- Benefits to include:
  - 401k retirement contribution – guaranteed 5% of salary and up to 2% in matching contributions
  - 17 Paid-Time-Off days in the first year
  - Nine paid holidays
  - Transportation – a City of Boulder parking pass

Please send cover letter and résumé to [admin@svpbouldercounty.org](mailto:admin@svpbouldercounty.org) by June 2, 2017. Only short-listed candidates will be contacted. SVP is an equal opportunity employer.