



**Job Title:** Operations Coordinator - Full-time

**Organizational overview:** Social Venture Partners Vancouver is a community of 150+ engaged philanthropists who invest time, money and professional expertise into local nonprofits that serve children and youth. Over the last 19 years, our foundation has provided nearly 70 nonprofits with more than \$6 million in grants and approximately \$18 million of in-kind support. SVP Vancouver is one of the largest affiliates of SVP International, a global network of over 40 organizations in as many cities.

**Diversity:** SVP Vancouver is an equal-opportunity employer, and we are committed to cultivating a team that reflects the diversity of Vancouver. We do not discriminate on the basis of race, colour, national origin, religion, age, sexual orientation, gender identity, marital or domestic partner status, veteran status, medical condition, mental or physical disability which would not prevent the performance of essential job duties without reasonable accommodation.

**Role purpose:** To support the administration of finances, data management, and other considerations which sustain the smooth operation of Social Venture Partners Vancouver. The Operations Coordinator is specifically responsible for the day-to-day administrative functions of the organization, including donation processing, data entry, records keeping, and office management.

**Responsibilities:**

1) *Financial coordination:*

- Manage SVP's day-to-day finances, including A/P, donation processing (both online and offline), cheque disbursements and bank deposits
- Liaise with SVP's bookkeeper and provide invoices/transaction information where required
- Maintain financial records for each grantee and donor household
- Manage internal donor advised funds
- Manage the timing and dissemination of membership dues renewal requests and the associated tax receipts
- Prepare all supporting information for the annual financial review and liaise with the Treasurer and representatives of our review firm as necessary
- Identify and implement operational efficiencies to ensure a sustainable future for SVP's goals, plans and priorities
- Support donor stewardship and recognition efforts
- Perform other related duties as required



2) *Data management:*

- Perform data entry regarding donors, grantees, and other stakeholders
- Produce reports in Salesforce as required by staff and board
- Administrate grant processes, reporting and renewal requests
- Liaise with SVP International as necessary to deliver network data
- Perform other related duties as required

3) *Administrative support:*

- Field internal and external inquiries by phone and email
- Provide logistical support for meetings as required, including: preparation of board packages, distribution of meeting materials, minute taking, calendar management, room bookings and catering coordination
- Provide support for special events and workshops produced by SVP and third-party stakeholders
- Oversee office management, including the ordering of office supplies
- Perform other related duties as required

**Qualifications:**

Need to have:

- Post-secondary diploma or degree and/or real world experiences in a relevant field (e.g. finance, operations)
- Demonstrated administrative and operations experience
- Excellent computer skills, including proficiency in G Suite, database management software, spreadsheets, internet and email applications
- Knowledge of administrative and office procedures
- Basic financial management skills
- Strong written and verbal communication skills
- Very high attention to detail
- The ability to handle confidential/sensitive information appropriately
- Demonstrated ability to work in team as well as independently

Nice to have:

- Experience working in the nonprofit sector
- Experience in a donor-facing role and/or with donation processing
- Experience with event support/coordination
- Experience working with Salesforce, Xero, Hubdoc and/or FormAssembly



**Core Competencies**

- Results focused
- Client service focused
- Able to organize, multi-task, and problem solve

**Accountability:** The Operations Coordinator is directly accountable to the Executive Director.

**Salary:** Range of \$40,000 - \$45,000 + comprehensive benefits, including 4 weeks' paid vacation and paid leave during our holiday office closure.

**Hours of work:** This position is a permanent full-time position (37.5 hours/week). The hours of work are Monday to Friday, 9 AM - 5 PM, with the option to flex time. This role also boasts partial flexibility for remote work. (The portion of this role that will require in-office work will not overlap with other staff, in the interest of maintaining the health and safety of our team.) Both flex time and remote working options are permanent perks that will continue to be available after social distancing guidelines have been rescinded. Please note that the Operations Coordinator will be required to work some evenings.

**Accessibility:** SVP's main office space is located on the fifth level of the building with elevator access to the office.

**Start date:** The expected start date for this position is March 1st - 15th.

**How to apply:** Please send a cover letter and resume in one PDF document to [576BE85B74@jobs.workablemail.com](mailto:576BE85B74@jobs.workablemail.com). (SVP Vancouver uses the Workable platform to manage its applications.) Applications will be accepted on a rolling basis, and interviews will be held as resumes are received. While we thank all candidates for their interest, only those selected for an interview will be contacted.