



LOS ANGELES

**SOCIAL VENTURE PARTNERS LOS ANGELES
(SVPLA)**

POSITION DESCRIPTION

THE POSITION: Executive Director

REPORTS TO: Board of Directors

LOCATION: Los Angeles, CA

ABOUT SOCIAL VENTURE PARTNERS LOS ANGELES

Social Venture Partners Los Angeles (SVPLA) is part of a global network of philanthropists with over 3,500 Partners in 40 cities and 8 countries across the globe. Locally, our 85 engaged Partners help great leaders build strong, high-performing nonprofits through:

- Leveraging our Partners' diverse expertise and talents to drive social innovation and impact;
- Providing multi-year unrestricted gifts to carefully selected nonprofits (“Investees”);
- Mentoring and coaching as part of our signature annual program [Social Innovation Fast Pitch](#), a groundbreaking capacity building and communications training program for nonprofits culminating in a competition for grants and strategic resource awards;
- Providing education and training events to educate philanthropists about the nonprofit sector in Los Angeles;
- Facilitating placements for the Encore Fellows program that creates opportunities for seasoned private sector professionals to transition into new high-impact roles in social purpose organizations; and
- Inspiring and equipping Partners to be more strategic and effective with their giving.

In 12 years since SVPLA’s inception, our capacity-building programs have served more than 180 nonprofits and have awarded over \$821K in grants. In addition, our Partners have directly donated over \$1.9 million to organizations they learned about through SVP. Visit [SVP Los Angeles](#) for more information.

ABOUT THE POSITION

SVPLA is looking for a high-energy, creative leader to significantly grow our organization, build our market recognition, and increase our impact in the nonprofit community in Los Angeles. The Executive Director will be expected to assess and build upon the current strategic plan to realize SVP Los Angeles’ vision, mission and impact.

The successful candidate will be a strategic and energetic motivator and an outgoing thought leader who can be a public advocate for philanthropy in Los Angeles. S/he must have demonstrated experience in building effective networks and relationships with a range of partners. These partners include members of the philanthropic, financial and nonprofit communities, civic leaders, government agencies and peer organizations. The ideal candidate

must have a proven track record of taking an organization, or a department within a larger organization, to another level. S/he should have demonstrated success managing multiple priorities and managing the needs of diverse constituencies, both internal and external.

POSITION RESPONSIBILITIES

Candidates must have a commitment to SVPLA's venture philanthropy model of leveraging financial, human and intellectual capital; a passion for building capacity and sustainability of nonprofit organizations; and an in-depth working knowledge and involvement in the Los Angeles philanthropic and nonprofit landscape.

Recruit and Retain Partners: The Executive Director will drive the growth of our Partners that represent the diversity and multicultural nature of Los Angeles through developing and executing on recruiting events, cultivating referrals from current Partners, and building strategic partnerships. S/he will also lead annual membership renewal process by ensuring that Partners are engaged and satisfied with their experience.

Program Management: The Executive Director will champion ongoing program excellence, regularly evaluating results, making improvements where needed, and effectively communicating those results to the Board, Partners, and other constituents. S/he will provide leadership to our Partners and Investees to assist them in building stronger, more sustainable organizations and increasing their social impact. The Executive Director will take the lead in conceptualizing and planning the annual Fast Pitch competition.

Organizational Management: The Executive Director will maintain consistent high standards of internal operations (finance and administration, systems, processes, communications, and events); actively engage a strong Board of Directors; and monitor and develop SVP staff members.

Financial Sustainability: Through membership, foundation, corporate, and large event revenues, the Executive Director will actively manage and drive SVPLA's diversified revenue stream and growth. This includes: cultivating existing and new relationships spanning SVPLA's portfolio of individual, foundation, and corporate supporters; ensuring a diverse and sustainable mix of members; and maintaining healthy cash flow and adequate reserves through building and administering the annual budget.

Outreach: The Executive Director will significantly raise the visibility of SVP Los Angeles in the community through a strong messaging and communication strategy, social media presence, and speaking engagements.

Communications: The Executive Director will oversee all internal and external messaging, including monthly communications to Partners, regular communications to Investees and other stakeholders, marketing collateral materials, individual press releases and other communication efforts and projects as relevant.

Board and Governance: In partnership with the Board of Directors, the Executive Director will create and manage policies, procedures and budgets; ensure that SVPLA is in compliance with bylaws and all contractual responsibilities; assist with board development and provide necessary support to board members and committees; and plan bi-monthly board meeting agendas with the Board Chair and prepare board meeting materials.

QUALIFICATIONS AND QUALITIES

- Experience as a motivating and inspiring leader.
- A blend of for profit and nonprofit experience is a major plus.
- Demonstrated track record of planning and executing large scale special events.
- Strong marketing, public relations, advocacy, and communications experience with demonstrated ability to inspire a wide range of stakeholders to action.
- Knowledgeable about the philanthropic, financial, nonprofit, and political communities of Los Angeles.
- Equally interested in and capable of both big picture thinking and doing the “rolling up the sleeves” work required in a small organization.
- Excellent track record of balancing competing priorities of "process" with broader innovative actions and new initiatives.
- Excellent listener with diplomacy, tact, and willingness to hear a variety of points of view.
- Minimum of 10 years of progressive experience in a leadership and management role, with a preference for experience in philanthropy or management of nonprofit organizations.
- Undergraduate degree is required. A graduate degree in a relevant area, such as business administration, finance, nonprofit management, public policy, etc. is preferred.

COMPENSATION

This is a full time exempt position based in Los Angeles, CA. SVPLA offers competitive salary, and excellent vacation and medical, dental, and vision benefits.

EQUAL OPPORTUNITY

SVPLA is an equal opportunity employer and will consider all applicants without regard to race, color, creed, 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.

APPLY

Please submit a resume and cover letter to recruitment@svpla.org. Please do not contact SVPLA directly; all inquiries should be directed to LYNN ALVAREZ at recruitment@svpla.org. Applications are encouraged on or before August 12, 2016.