



FaCT Data and Administration Associate JOB ANNOUNCEMENT

TITLE	FaCT Data and Administration Associate
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	FaCT Manager
LOCATION	Tustin, California and Santa Ana, California

Charitable Ventures seeks a skilled, dedicated Data and Administration Associate to support a public-private partnership working to prevent child abuse and neglect in Orange County.

Job Summary The Data and Administrative Associate works with the FaCT Coalition, FaCT Family Resource Centers (FRCs), SSA, and Program Administrative consultants (PACs) to support administrative, data collection, and evaluation requirements of all FRC Contracts. Primary responsibilities include performing data analysis and entry, supporting data trainings, utilizing the FaCT data management system, creating necessary reports, and supporting administrative tasks as needed.

Key Qualifications

- Passion for the work of the non-profit sector
- Experience with entering, analyzing, and reporting on data and statistical techniques
- Strong written, verbal, and non-verbal communication skills
- Excellent attention to detail and accuracy
- Strong time management skills
- Collegial, collaborative work style; willingness to learn

Experience/Education Requirements Minimum position requirements include:

- 2 years working in the nonprofit sector preferred
- Proficiency with Excel required; experience in data analysis and client management software strongly preferred
- Bachelor's degree in relevant field required

Compensation Commensurate with experience, education, and market, within the range of \$45,000-\$49,000/annually.

Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays



Company Summary *Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. We provide incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.*

We maximize the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and we’re considered an essential part of the nonprofit sector infrastructure in Southern California.

Since inception, Charitable Ventures has fiscally sponsored more than 62 Projects that address a wide array of social issues.

In 2020, Charitable Ventures anticipates sponsoring more than 35 active projects on track to raise between \$14 and \$16 million in revenue.

Applications Please send cover letter and resume to jobs@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity.