



Program Coordinator, Social Impact
Updated 4/25/22

Position Summary

Social Venture Partners Denver ([SVP Denver](#)) is a nonprofit membership organization for local professionals, businesses and impact funders dedicated to supporting social mission organizations addressing economic/health inequities in Metro Denver.

In our 20-year history, we have:

- Provided 10,000+ hours of free, skills-based support
- Driven \$25M+ into local impact initiatives
- Supported 250+ local social mission organizations

The Program Coordinator will play a critical role in supporting programming, recruitment and events for our growing community of Partners and Social Mission Organizations (nonprofits and for-profits with a primary social mission). SVP Denver believes in engaging and learning, connecting and collaborating, inclusivity and respect, as well as taking risks to grow. These values will be considered in hiring.

We're committed to building a culturally diverse team and welcome applications from individuals regardless of background, race, sexual orientation or any other personally defining attribute. We encourage every person who is interested to apply - even if you don't match 100% of the job description or skills listed below.

Essential Functions

Project and Partner Management (40%)

- Support program scheduling and project management of tasks required to execute quality programming.
- Manage zoom meetings, create breakout rooms, ensure virtual meeting experiences run smoothly.
- Work with the Relationship Coordinator to manage in-person and hybrid meeting logistics.
- Keep a pulse on what's happening in the Denver Impact and Nonprofit space and help find events for us to attend or present at.
- Support the Director of Partner Engagement to act as a Partner "concierge" to learn about individual Partners' skill-sets, impact goals and volunteer interests.
- Help execute (alongside subject matter experts) SVP Denver's impact programs, including Training Cohorts, Mastermind Sessions and Workshops.
- Manage logistics and communications for SVP Denver impact programs to ensure all participants have the information and support they need to fully participate.
- Hold feedback sessions with facilitators and participants to gather insights and continuously improve program experiences and outcomes.

- Support the design, communications, logistics, and execution of high-quality online and in-person events that build relationships among attendees.
- Support the collection, tracking and analysis of impact data using Salesforce, Google Forms and other tools
- Participate in organizational efforts to ensure all of our programs advance our commitment to diversity, inclusion and equity.

Development (30%)

- Support the ED and Director of Partner Engagement in growing SVP Denver's revenue by supporting prospecting, recruitment, interviews and onboarding of new individual and business Partners.
- Help track and manage prospect communications to ensure we are communicating at an appropriate frequency.
- Support the development of relationships with community organizations and professional associations to build awareness for membership at SVP Denver.

Operational and Marketing Support (30%)

- Activate the SVP Denver community via regular communications across our newsletters, social media channels, community platform and individual outreach.
- Support the design, communications, logistics, and execution of high-quality online and in-person events that build relationships across attendees.
- Utilize Salesforce to add/update records and reports.
- Assist with website and social media updates.
- Maintain/update knowledge repository in Google Drive.
- Develop presentations and content for internal and external consumption.
- Collaboratively execute the strategy for all communication, website, social media and collateral to consistently articulate SVP Denver's impact. Offer advice and improvement on our strategy and tactics for achieving communication goals.
- Support graphic design needs by using simple online tools for basic graphic design and print related needs.
- Analyze event feedback and work to continually improve.

Role Skills and Qualities

- **Project Management:** Demonstrated ability to develop detailed project plans with multiple stakeholders. Ability to use multiple technology tools such as Trello and Google Sheets to track project dates and deliverables.
- **Detail-Oriented:** Strong project management skills and attention to detail. Ability to quickly learn procedures and improve systems.
- **Community Engagement:** Interest or experience in building and/or engaging in a community.
- **Strong Communicator:** Detail oriented and articulate writer, both in more formal communications and in more informal spaces such as social media, and comfort with facilitating events.
- **Relationship-BUILDER:** Interest in building relationships and communicating with diverse audiences, with a good dose of empathy and listening skills.

- **Tool Proficiency:** High comfort level using and learning a variety of software and online tools. A working knowledge of Salesforce, WordPress, Google Drive/Email and Trello (or other project management software) is a plus.
- **Start-Up / Small Team Experience:** Comfort in start-up spaces, including the ability to create systems and embrace ambiguity. We are a small team that likes to move fast.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time.

Schedule and Work Environment

The Program Coordinator will work a standard 40 hours/week schedule and report directly to Dave Koken, Director of Partner Engagement (as well as work closely with Colleen Kazemi, Executive Director).

The individual for this role must be physically based in the greater Denver area. We do not offer relocation assistance but do offer a flexible work environment, which typically includes 2-3 days work from home and 2-3 days in-person at a shared office space on the Clayton Early Learning campus. The position will occasionally be asked to staff evening events.

Salary Range

\$42-48,000 year + Benefits

Benefits

Medical, Dental, Vision, Life Insurance, Short and Long Term Disability, LifeLock, Telehealth and 401k. Paid time off benefits include Holidays, Sick Leave and Vacation.

To Apply

Submit your application via our website form located [here](#). In your cover letter, address your background and experience in each of the areas above + why you are interested in learning more about SVP Denver. Your application will not be considered if you're not specific. Applications will be accepted immediately on an ongoing basis until the role is filled.

About CNDC

SVP Denver is a project of the Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees. For more information on CNDC, please visit www.cndc.org.

CNDC has a mandatory COVID-19 Vaccine Policy, you must provide proof of vaccine or request an accommodation form for Medical/Religious Exemptions before the first day of hire.