



Business Advising Associate, Partner Relations

Position type:

Full Time

Location:

Oakland, CA or Los Angeles, CA (Hybrid, with periodic in-office and partner meetings)

Reports to:

Associate Director, Business Advising

Travel: Occasional, including after-hours partner events

Compensation: \$55,000 – \$75,000, commensurate with experience, plus generous benefits

Benefits:

- 15 Paid Holidays
- 15 PTO/SICK
- Employer paid benefits (dental, medical, vision)
- 403B Retirement match
- FSA
- Annual Performance bonus

About Us

PCV is a nonprofit community development investor that supports small business entrepreneurs and their communities to build economic mobility through the power of inclusive entrepreneurship and a good quality job. We work side-by-side with small business leaders through our unique integrated model: combining impact-first Restorative Capital and Pro Bono Business Advising with our Good Jobs Innovation Lab that propels thriving communities with equitable jobs, climate outcomes, uplifts and amplifies their voices and needs through research and policy advocacy.

The Role

The Business Advising Associate will play a central role in advancing PCV's mission by building and maintaining meaningful partnerships with corporate, climate-focused, and community organizations. This position supports our national Business Advising platform by managing partner relationships, coordinating mentorships, and ensuring excellent experience for small business owners and volunteer advisors.

Reporting to the Associate Director, Business Advising, you will help deepen existing partnerships while identifying new opportunities for collaboration. This role is ideal for someone passionate about economic equity, skilled in relationship management, and ready to engage diverse stakeholders.

Key Responsibilities:

Partner Relationship Management:

- Develop, manage, and monitor relationships with corporate, climate-focused, and community partners.
- Support strategic initiatives with partners in the Small Business Support Circle to maximize their engagement and impact, and convert revenue.
- Assist in hosting information sessions for current and prospective partners to strengthen collaborations.
- Serve as a liaison between partners, small business owners, and advisors to ensure alignment with program goals.

Program Support:

- Manage a small caseload of priority small business-owner mentorships, ensuring high-quality user experiences and swift conversion of clients from referrals to mentorships.
- Collaborate with the Associate Director to expand diverse advisor recruitment efforts.

Continuous Improvement:

- Identify opportunities to enhance partner and participant experiences.
- Assist in improving user satisfaction, retention rates, and program outcomes.

Evidence and our collective experience suggest that women and people of color often don't apply for jobs if they don't believe that they possess 100% of the qualifications listed in a job description. Accordingly, below are some of the most important attributes that successful candidates may possess. This list is neither exhaustive nor 100% required:

Qualifications, Skills & Experience

- 2+ years of relevant experience, including relationship management, partnership development, and public speaking.
- Bilingual in Spanish, Cantonese, Vietnamese or Tagalog (preferred)
- Proven ability to build and nurture relationships with corporate, climate, and community stakeholders.
- Strong communication and organizational skills, with the ability to work collaboratively across teams.

- Passion for PCV's mission to create an equitable economy and empower small businesses.
- **People Leader:** Empathetic and collaborative, with experience managing hybrid teams.

Computer Software:

Microsoft Office to include Word, PowerPoint, Outlook, and Excel

Tableau and Salesforce a plus

Physical and Mental Requirements:

- Ability to stand for extended periods of time, walk, talk, hear, use hands to finger, grasp, handle or feel, push, pull, reach, crouch, kneel, crawl or bend, and perform repetitive motions of the hands and/or wrists.
- High mental and visual attention required for planning difficult work methods and sequences to obtain size, shape, or physical qualities of product. AND/OR Extremely close visual attention such as making delicate adjustments to control high speed operations to exercise very precise muscular control.

To Apply

Interested candidates must be legally authorized to work in the United States. They should send a résumé and cover letter via e-mail to hr@pcvmail.org with the words "*Business Advising Associate, Partner Relations*" in the subject line by No phone calls, please. [Apply now.](#)

*****Disclaimer:*****

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position.
- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.



Equal Opportunity Employment:

PCV is an equal opportunity employer. Applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law. We live our values of openness, transparency, coming from a place of yes, collaboration, and more; and believe that justice, equity, diversity, and inclusion are fundamental to our success. We are especially interested in candidates who have direct and lived experience with the communities we serve.