



## Associate Director, Business Advising

### Position type:

Full Time, Exempt

### Reports to:

Chief Impact Officer

### Location:

Oakland, CA 94612 or LA-area (Hybrid, with periodic in-office and partner meetings)  
(Ability to commute preferred)

**Compensation: \$95,000–\$115,000, commensurate with experience, plus generous benefits**

### Associate Director, Business Advising Compensation & Benefits

PCV offers competitive compensation and outstanding benefits, including full health, dental, and vision coverage, a generous retirement match, ample PTO, and professional development opportunities.

### Benefits:

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

**Travel:** Occasional, including after-hours partner events

### 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 Associate Director, Business Advising will drive partnerships critical to the success of PCV's Business Advising Platform, a pro-bono mentorship program that pairs small business owners with volunteer advisors. The role prioritizes building and managing revenue-generating corporate, community, and climate-focused partnerships to sustain and grow the \$2.5M program, while integrating climate initiatives into PCV's core work.

## **Key Responsibilities:**

### **Partnership Development & Fundraising**

- Develop and execute a fundraising strategy to sustain and grow the program, focusing on partnerships aligned with loan readiness, good jobs & climate economy opportunities.
- Cultivate paid and sponsored relationships with corporate and community organizations, particularly those serving BIPOC, immigrant, and women entrepreneurs.
- Engage corporate leaders in volunteering and grantmaking aligned with PCV's mission and climate strategy.
- Expand a diverse pipeline of volunteer advisors, emphasizing expertise in climate-related industries and equitable economic growth.
- Strengthen partnerships to maintain a consistent flow of small business owner and advisor referrals, ensuring alignment with equity and impact goals.

### **Platform Growth & User Experience**

- Lead the program team to scale PCV's Business Advising Platform, optimizing UX to enhance engagement for entrepreneurs and advisors.
- Lead efforts to integrate good jobs & climate-focused resources, referrals and tools into the platform, making them accessible to small business owners navigating the climate economy.
- Ensure data-driven platform enhancements, leveraging user feedback to drive continuous improvement.
- Support the team in implementing technology solutions that streamline operations and increase scalability.

### **Team Leadership & Program Management**

- Manage a (currently) nationally distributed team of four, fostering a high-performance, value-driven culture.
- Ensure seamless program operations and a top-tier experience for both entrepreneurs and advisors.
- Collaborate with the Good Jobs Innovation Lab to integrate feedback loops that inform innovation, particularly for climate-focused entrepreneurs.

- Set and achieve ambitious KPIs for partner engagement, client satisfaction, and mentorship impact.

## Who You Are

- **Relationship Builder:** Skilled at developing and maintaining partnerships with funders, corporate executives, and community organizations.
- **Tech-Savvy Strategist:** Experienced in scaling digital platforms and improving UX to meet programmatic goals.
- **Climate Operator:** Knowledgeable about climate-related industries, and passionate about creating equitable access to climate economy opportunities.
- **Strategic Thinker:** Data-driven with a proven track record of achieving measurable outcomes.
- **Data-Driven Leader:** Skilled at using analytics to drive decision-making and achieve measurable outcomes.
- **People Leader:** Empathetic and collaborative, with experience managing hybrid teams.

*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

- 5+ years of experience, including 2+ years in fundraising roles with a strong track record.
- Familiarity with digital platform scaling and UX best practices (preferred).
- Familiarity with climate-related industries or policies (strongly preferred).
- Experience managing staff, contractors, and volunteers.
- Demonstrated success in building partnerships and securing funding.
- Strong project management, communication, and critical thinking skills.

## 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](mailto:hr@pcvmail.org) with the words “Associate Director, Business Advising” in the subject line. No phone calls, please. **Apply now.**

### **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.

### **\*\*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.*