



PROJECT MANAGER

Full time/work-from-home position, with in-person client and team meetings/events ONLY when it's safe.

Starting Pay: \$50,000 annually

JOB DESCRIPTION

Your primary responsibility as Project Manager is to solve our clients' problems – no matter how BIG or small. Your duties will consist of both LEADING projects (Board meeting management, newsletters, etc.) for several clients AND behind-the-scenes SUPPORT for our Senior Project Manager's fundraising and strategy clients (writing, marketing and communication support). This position will report to the Senior Project Manager.

VISIONALITY has a proven track record of growing its employees' skill sets and potential for future opportunities by building flexible job descriptions that meet employees' individual professional goals AND the changing needs of our growing company. Future opportunities for growth could include promotion towards a more specialized niche of Project Management (high-level fundraising, event coordination, strategic planning or much more).

Responsibilities Include:

- **Fundraising support:** writing & executing end-of-year appeals; support of donor stewardship activities, database management (bonus points for CRM/donor database administration, especially Donor Perfect)
- **Digital Event Coordination:** planning, working with vendors, supervising registration, creating emails to attendees, managing speakers, overseeing staffing, coordinating volunteers, and more
- **Marketing & communications:** writing and editing fundraising appeals, newsletters, website content, social media posts, press releases, grants, sponsorship materials, and more
- **Relationship building:** representing the values, culture, and high level of professionalism of VISIONALITY with every client we serve
- **Strategic planning & implementation:** thinking creatively about how to solve problems for clients, then creating and executing actionable plans
- **Managing client meetings:** calendar invites, drafting agendas and meeting notes, attending and taking notes at meetings, documenting meeting outcomes and to-do items, following up with committee and team members with expectations and deliverables
- **Research:** researching, synthesizing, and documenting information
- **Meeting profitability goals:** understanding, tracking and meeting goals as they pertain to the profitability of client contracts; i.e. tracking hours worked versus the client's monthly retainer
- **Client retention:** participating in Scope of Work conversations and contract renegotiations; presenting VISIONALITY staffs' accomplishments to Board/stakeholders
- **Administrative duties:** as needed by clients

MINIMUM REQUIREMENTS

You Are:

- Familiar with the unique needs and opportunities in the Ventura/Santa Barbara County nonprofit sector
- Able to both develop AND execute strategies and are always looking for ways to do your job better
- Eager to embrace the solitary nature of a virtual work environment (we as a company have decided that we will not be doing any in-person work until at LEAST mid 2021)
- Smart, strategic, and positive; you get satisfaction in solving problems and making things easier for others
- Highly-organized and detail-oriented; accurate, structured; love lists (especially crossing off tasks!) and spreadsheets
- An excellent and engaging communicator (written and oral); strong writing and editing skills
- Incredibly resourceful and able to solve problems with little assistance or direction
- An independent self-starter; you can manage your day and ever-changing workload with ease and minimal supervision
- Eager to take a task, big or small, and run with it in a thoughtful manner; can't resist taking ownership of your work
- Love collaboration and are comfortable voicing opinions when working with a team
- Incredibly flexible; enjoy assessing and handling multiple, constantly changing priorities
- Excited to help our clients accomplish their work, but unfazed by the fact that you will be several layers removed from the wonderful impact they have on our community
- Able to tailor your communication style and professional demeanor to earn trust and successfully work with our clients and stakeholders, including staff, vendors, volunteers, members, and donors
- Committed to maintaining a healthy work/life balance
- Undaunted by the fact that you may not fill EVERY requirement in this job description because you're confident that you can prove your ability to acquire these skills and are eager to do so

The Logistics:

- Bachelor's Degree or 4+ years equivalent experience
- Experience working with nonprofit or mission-driven organizations – whether in a paid or volunteer role
- Must possess either fundraising & development and/or marketing & communications experience
- Must be able to work from home with own computer and own internet connection
- Super tech-savvy, strong knowledge of Microsoft Office is non-negotiable (formatting, mail merge, Excel spreadsheets/pie charts, etc.), but skills/knowledge in other planning and task automation tools (Monday.com, Google Drive, Zapier, Evernote, etc.) are also desirable
- Bilingual Spanish skills are strongly desired, though not required

[To Apply](#)