

Project Manager

Position Profile

The Opportunity

Benefactor Group is growing, and we are seeking a project manager to join our team. You will partner with unique clients enriching our communities in diverse ways: from creating art to transforming healthcare; from relieving hunger to nurturing the power and potential of young people. You will also work and collaborate with smart, collegial, curious, and fun individuals, who care deeply about the causes we serve and strive to constantly push the field of philanthropy forward.

The successful project manager is responsible for helping to keep projects in control. That means maintaining project schedules, communicating with clients, managing internal project status meetings, and communicating with project leaders and consulting teams. The role requires a person with the ability to keep multiple projects' schedules, tasks, and budgets on track.

About Benefactor Group

Established in 1999, Benefactor Group has won a reputation for innovative consulting and management services that build the capacity of nonprofit organizations; plan for and support capital, endowment, and comprehensive campaigns; and develop staff and volunteer leadership. Benefactor Group has designed and implemented dozens of fundraising studies with organizations of all sizes and complexity in arts and culture, education, health and human services, conservation, civic affairs, and faith communities.

Our staff of 17 professionals includes members of the Council for Advancement and Support of Education, Association of Fundraising Professionals, Association for Healthcare Philanthropy, Partnership for Philanthropic Planning, *Giving USA* Editorial Review Board, Nonprofit Technology Network, Association of Advancement Services Professionals, Network of Nonprofit Search Consultants, Alliance for Nonprofit Management, and American Alliance of Museums. Our staff includes award winners, national thought leaders, and published authors.

Benefactor Group is a member of the Giving Institute, a consortium of the nation's leading philanthropic consulting firms. Through our relationship with these organizations, we have the opportunity to explore the characteristics and skills that have proven most effective in search practices in the nonprofit sector.

We serve clients at home and around the world, and our access to human resources, research and reference materials, technology, and professional networks is tailored to meet each client's particular needs. We strive to nurture mutually rewarding relationships, serving those who serve the common good®.

Our Values

These values define the core aspects of what it means to work at Benefactor Group.

- **Our name is on it.** Benefactor Group expects and encourages high performance. We are serious about our work. It reflects who we are. It reflects who you are.
- **Geek factor.** We are curious. We are excited to learn. We don't leave well enough alone. We tweak, revisit, and improve; or sometimes, discover that the original approach is best.

- **True to self.** While our values unite us, we do not all fit the same mold—and we celebrate our diversity. An effective team includes analysts, creatives, idealists, pragmatists, extroverts, and introverts. People do their best work when they present their true selves.
- **Abundance.** We are confident that we and our clients can succeed. We build on what is strong— appreciation, gratitude, positivity—because organizations change in the direction they inquire.

The Position

Project Management and Support

Your primary role is to support and manage the implementation of client projects. This includes proactive support: paying attention to the scope, schedule, and project budget, alerting consultants of upcoming deadlines, drafting agendas, taking meeting notes, and related tasks; and reactive support: responding to consultants' requests to conduct research, compile data, or help with other tasks..

A key responsibility is to keep projects on time and on budget and to make sure the team knows when they are not. You will attend and/or lead internal and external project status meetings, update project schedules, and report on project status.

Professional Development

Project managers are the glue that holds projects together. As a PM, you will be expected and encouraged to maintain your project management expertise through self-directed and firm-supported professional development.

You will be exposed to clients' diverse needs including campaigns, annual fundraising, strategic planning, and search. Understanding the needs of our clients will make you a better PM. To that end, you will be invited to participate in internal professional development meetings and other learning opportunities.

Client Satisfaction

Gauging clients' satisfaction helps to ensure positive client experiences and makes us more effective by learning what works. As the primary point of contact for the client, you must be able to communicate clearly and concisely, verbally and in writing. You will prepare for, participate in, and follow up on client project status meetings in an efficient, prompt manner, so our clients feel their time is used well.

Productivity

We expect our projects managers to be 70% utilized—meaning they spend 28 hours each week on direct client service, in alignment with each project's estimated hours. The remaining time is spent improving skills, supporting business development and marketing, and completing administrative tasks.

Qualifications

Required

- BA/BS in a relevant field, or equivalent knowledge and experience.
- Ability to work with the high-volume workload in a fast-paced, changing office environment, manage multiple projects simultaneously, and maintain confidential information.

Desired

- Knowledge of nonprofit marketplace
- Project management certification
- Experience with Salesforce

Competencies

- Action oriented
- Balances stakeholders
- Collaborates
- Communicates effectively
- Confidentiality
- Customer focus
- Ensures accountability
- Manages Complexity
- Nimble learning
- Plans and aligns
- Optimizes work processes
- Resourcefulness
- Self-development
- Situational adaptability
- Attention to detail
- Technical skills, including project management software, time tracking software, Word, Excel, PowerPoint, Outlook

The Essential Job Functions; Knowledge, Skills, and Abilities; and Competencies are representative of the major components and requirements of the job; they are not all-inclusive. Other duties are assigned on an as-needed basis and may require additional skills and competencies.

Work Environment and Compensation

- This is a hybrid position with flexibility to work remotely and/or outside Central Ohio, according to a schedule that is mutually agreed upon with Benefactor Group leadership.
- Position includes competitive base salary and performance-based compensation. Total target compensation range is \$50,000 to \$65,000 commensurate with experience.
- Compensation includes a comprehensive benefits package including major medical, retirement, and more.

FLSA Status

Exempt

To apply or ask questions, please contact HR@benefactorgroup.com