

Development Project Manager

Community Shelter Board (CSB) seeks a non-exempt, full-time Development Project Manager.

Community Shelter Board is an award-winning non-profit organization leading a community effort to make sure everyone has a place to call home. We are seeking a professional, self-motivated team member who will be responsible for leading the development operations of the fundraising team. This position is primarily concerned with the achievement of the goals for the organization by leading and executing event logistics for CSB's two large fundraising events; providing accurate and thorough reports and metrics from CSB's donor database, and managing the key development operations items to support fundraising activities.

You'll have the opportunity to work in a fast-paced environment in this full-time position. Minimum qualifications are:

- Bachelors' degree or comparable experience.
- Experience in event coordination and/or project mgmt. and/or communications.
- Experience with customer relationship database, such as Raiser's Edge

Multi-tasking, prioritizing and project management skills are key. A successful candidate must have strong attention to detail and organization skills with the ability to be accurate and perform well under pressure. Strong customer service and communications skills are essential for donor and sponsor audiences.

CSB offers a competitive salary, an excellent benefit program including health, dental, and vision insurance coverage, life insurance, 401(k) plan and employer retirement plan, flexible spending accounts, and generous paid time off. We also offer a flexible work environment combining some in office time and remote work. Learn more about CSB at www.csb.org. Interested applicants should submit resume and cover letter to hiring@csb.org by October 15, 2021. Community Shelter Board is an Equal Opportunity Employer and conforms to all applicable employment practices. We strongly encourage diverse applicants to apply.

Title of Position: Development Project Manager **Pay Range:** \$50,000 - \$60,000

Status: Non-exempt, full-time

Benefits: Medical, prescription, dental, vision, life, disability, retirement plan, Section 125 cafeteria benefit plan, and paid leave.

Reports to: Development Director

Unit: Development & Communications

POSITION FUNCTION

Develops and supports goals and objectives for private funding reflecting the mission of Community Shelter Board. Lead on event projects, providing oversight and management to ensure success of fundraising and engagement. Supports development team members in fundraising functions to ensure more relationships are built, supported and maximized and leads reporting and analysis efforts to monitor progress towards goal.

Development Project Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages the annual Under One Roof event including creative consultant contract; scheduling, attending and documenting planning meetings, and tickets for the event.
 - a. Maintain relationship with event consultant to ensure all event logistics are prepared and timelines met
 - b. Ensure event stays within budget
 - c. Achieve sell out
 - d. Work with committee members to coordinate and support fundraising engagement
 - e. Manage the database components of the annual Under One Roof event including coordinating tickets for the event, sorting complex lists and tracking RSVP/attendance, recording donations, preparing reports, and other projects as requested
 - f. Coordinate event tickets with sponsors and attendees
 - g. Update pledge form and sponsorship documents
 - h. Complete overall evaluation for the event
2. Manages the annual Maskquerade event including consultant contract, planning meetings, auction packages, and tickets for the event.
 - a. Maintain relationship with event consultant to ensure all event logistics are prepared and timelines met
 - b. Ensure event stays within budget
 - c. Achieve sell out
 - d. Work with committee members to coordinate and support fundraising engagement
 - e. Manage components of the Maskquerade event including recognizing sponsors, coordinating tickets for the event, entering attendee names and email addresses, and preparing reports
 - f. Complete overall evaluation for the event
3. Supports Home for the Holidays initiatives
 - a. Pulls donor lists to retain gifts year over year
 - b. Pulls annual report mailing list
 - c. Pulls data to complete evaluation
4. Coordinates development operations such as financial and analytical reports to support the Development Director and gift batch review.
 - a. Runs financial report quarterly to assess where the department is in terms of fundraising goals.
 - b. Run analysis of fundraising results at the end of the fiscal year and compare with previous fiscal year
 - c. Run other reports as requested by the Development Director for the purposes of assessing increase of donors and donations.
 - d. Monitor pledge balances on a monthly basis and send reminder invoices as needed.
 - e. Review gift batch coding and letters to ensure accurate data entry and recognizing/thanking donors.
5. Manages self and position responsibilities in a manner which is congruent with CSB values, mission, policies and procedures.
 - a. Maintain confidentiality and discretion.
 - b. Maintain good, professional relationships with CSB staff and others.
6. Lead on special or unique opportunities and partnerships, such as partnerships with arts or service organizations.
7. Contribute to an atmosphere of dignity, respect, and diversity, and adhere to CSB's Code of Conduct. Ensure equal treatment of others without regard to race, religion, color, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity and expression, age, disability, veteran status, familial status, or socio-economic status.
8. Other duties as assigned.

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KEY LEADERSHIP COMPETENCIES

1. Is adept at gaining the trust and respect of both internal and external customers; dedicated to meeting customer expectations and requirements.
2. Communicates a compelling and inspired vision or sense of core purpose, is optimistic, makes the vision shareable by everyone, and positive attitude for engaging others to achieve impact.
3. Widely trusted and seen as a direct, truthful individual.
4. Is able to marshal resources, information and activities in an effective and efficient manner to accomplish a goal.
5. Can make decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.
6. Effective planner to accurately scope out length and difficulty of projects; develop schedules and assignments.
7. Understands group dynamics, roles and needs of groups and their members.
8. Can handle stress and changing situations with composure.
9. Written communications convey messages and information in a clear and concise manner.
10. Can compose correspondence dealing with issues and subject matter in ways that require considerable sensitivity, discretion, and/or judgment.
11. Able to inform supervisor and others effectively, thoroughly and in a timely manner.

SKILLS, KNOWLEDGE & ABILITIES

1. Skilled in Microsoft Windows, Outlook, Office, Excel, and Internet. Desire experience with CRM database.
2. Excellent communication skills, both oral and written.
3. Excellent organization skills.
4. Exceptional time management skills and ability to complete projects on time and within budget.
5. Ability to work independently, manage multiple projects, and complete projects per established timelines.
6. Demonstrated ability to accurately attend to detail.
7. Ability to work some evenings and weekends.

PHYSICAL OR MENTAL DEMANDS

1. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities.
2. Ability to multi-task and maintain/oversee multiple projects simultaneously; well organized.
3. Strong analytical and reasoning abilities.
4. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.
5. Ability to establish credibility and be decisive but able to recognize and support the agency's needs and priorities.
6. Quick learner – able to grasp and oversee all departmental functions and comfortable in a fast-paced environment.

EDUCATION/EXPERIENCE & OTHER REQUIREMENTS

1. Congruence with agency mission and values.
2. Bachelors' degree or comparable experience.
3. Experience in event coordination, project management, or communications preferred.
4. Must have a valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.

Job Outcomes Monitoring and Reporting:

1. Documented quarterly job performance discussion with supervisor.