

## WOMEN HELPING WOMEN: JOB DESCRIPTION

**TITLE:**                    **Project Manager**

**DEFINITION:**        Overall: To meet the ambitious mission and programmatic objectives of WHW's strategic pillars. The Development team works to secure foundation grants, corporate sponsorships, and individual giving to support WHW's real-time growth strategies. Specifically: The Development Project Manager will be responsible for effectively managing all agency special events, its growing annual giving program and the agency's database of donors. The Project Manager will execute multiple e-appeals and direct mails, social media campaigns and platforms, responsible for reporting and analysis, list management, and relationship management. The Project Manager will work closely with and directly report to the Senior Development Manager.

**QUALIFICATIONS:** 1–5 years experience in project management required. Track record of successful project management that demonstrates organizational skills, budgeting, flexibility and time management. Must demonstrate a professional and welcoming demeanor whether speaking to others in person, over the phone, via email or through letters. Computer literacy (MS Office, databases, email, etc.) required. Experience with Donor Perfect and/or MobileCause preferred. Looking for proactive, organized, and detail oriented leader who is eager to collaborate and build a sustainable development team for Women Helping Women. Willingness to jump in and support when and how they are needed.

### **RESPONSIBILITIES & EXPECTATIONS:**

#### **1. Program Related**

- Oversee coordination of all agency events: ensure events are executed seamlessly and on schedule, anticipating potential challenges and barriers and having solutions ready for implementation. Manage and track event information, including RSVP's, vendors, volunteers, inventory and sponsors
- Assist with preparation, forecast, and tracking of event budget and expenditures obtaining appropriate approvals for all expenditures as necessary
- Customer & donor facing: foster partnerships with vendors, board members, community partners for sponsorship opportunities
- Strongly assist with customer relationship management platform and customer relations with WHW's social enterprise
- Enter donor information and gifts into Donor Perfect database
- Produce donor thank you letters within best practice timeframes
- Analyze giving patterns of existing donor base and provide routine reports to Senior Development Manager so that they can build/execute effective move management strategies to amplify giving.
- Create monthly fundraising reports and dashboards and present to Senior Development Manager who presents to the CEO

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- Assist Senior Development Manager with research on prospective donors.
- Drive content and implement social media platforms and communications/marketing platforms and material at the agency [as WHW expands its brand recognition, it secures more unrestricted funding]
- Conduct preliminary research on prospective corporate, foundation and individual donors.

### **2. Administrative Functions**

- Build and manage donor files to ensure accuracy and efficacy in communications with donors and tracking gifts in DonorPerfect database.
- Maintain highly accurate records, reporting systems, statistics.
- Generate and present donor analysis reports to Senior Development Manager
- Generate and present monthly reports to Senior Development Manager updates on outcomes and metrics in Unrestricted Revenue from major donors, annual campaigns and special events fundraising.
- Assist in building and maintaining organizational systems of department
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### **3. Team**

- Establish and maintain effective and professional working relationships with coworkers, volunteers, interns, donors, and board members
- Maintain consistent and collaborative communications and relationships with event Chairs of all special events
- Promote teamwork and cohesiveness among all staff and volunteers
- Work in close partnership with Senior Development Manager
- Maintain skills and awareness of current trends in the field; participate in any training and/or in-service recommended to stay current in field
- Participate actively in Agency meetings and functions
- Actively participate in supervision, keeping supervisor informed of challenging and/or ongoing issues.

### **4. Community Involvement**

- Develop and maintain effective, professional, and collaborative relationships with others in the community
- Exercise discretion when representing the agency.
- Maintain confidentiality in interactions within community as appropriate
- Consistently advance the agency and promote positive public relations

### **5. Other duties as assigned**

Possible performance measures include: Number of donations processed and acknowledged within 24 to 48 hours. Success in maintaining accuracy of database records. Accuracy and completion of fundraising reports and dashboards Success in coordinating the production of direct mail appeals.

**ACCOUNTABILITY:** Senior Development Manager

## WOMEN HELPING WOMEN: JOB DESCRIPTION

**HOURS:** 40 hours per week

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.

11/20