



Care and Share Food Bank for Southern Colorado

Division/Department: 20-Development

Location: Colorado Springs

Job title: Development Project Manager

Reports to: Philanthropy Director

Status:
Salary

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: 40hrs/week

- Exempt
- Nonexempt

Position Summary:

The Development Project Manager will work among a fast-paced fundraising team to meet the emerging needs of a comprehensive fundraising strategy. This individual will work with the team to develop project plans that align with annual strategic goals and see those plans through to completion. Attention to detail, ability to multitask, and excellent time management are necessary for the success of this position.

Duties and Responsibilities:

Project Initiation and Planning

- In partnership with the Development Team, constructs project plans that clearly outline the steps needed to successfully carry out fundraising events, campaigns, special mailings, and other strategies to meet the annual fundraising goals.
- Completes detailed project plan documents, including: work breakdown structure, project schedule, roles and responsibilities
- Secures project approval, determines resource availability, timeline and financial commitment, and manages project progress
- Effectively facilitates discussion to meet mutually agreed upon goals with team members
- Manages and communicates overall project objectives and goals to the team

Project Execution

- Manages project execution from start to finish: tracking progress, identifying issues and mitigating risks. This includes but is not limited to major campaigns/events like Take a Turkey to Work Day, Harvest of Love, Scouting for Food, Stamp Out Hunger, Recipe for Hope, and Feeding America partnership campaigns.
- Establishes rapport with collaborating departments and teammates in order to successfully partner and achieve project goals
- Clearly and candidly communicates progress toward project milestones and project status, provide insights into project health, proactively escalate issues and provide recommendations for bringing projects back into alignment with expected outcomes when needed.

Project Closure

- Completes post-project evaluations to determine project outcomes
- Ensures project outcome is in alignment with desired impact and results
- Completes lessons learned
- Presents outcomes and findings to Development Team
- Assembles and archives project documents after the project completion

Event Specific Project Management

- Assists with planning, implementation, and production of fundraising events including vendor relationships, budgets, and event

logistics. May coordinate activities related to event program.

- Works with Marketing and Communications Director to develop materials related to events including external communications, printed event materials (including but not limited to signage, programs, nametags, etc.) and event scripts.
- Maintains all special event timelines.
- Works at special events as directed including preparation, set-up, event execution and tear-down.

Third Party Events and Care (Food) Drives

- Serve as the point of contact for third party events held by individuals, businesses, and organizations. Working closely with the Marketing and Communications Director, the Development Project Manager will ensure third party event guidelines are up-to-date in print and on the website, and will promote third party events as a fundraising opportunity when speaking with community individuals, businesses, and organizations.
- Responsible for the stewardship and cultivation of food drive hosts, working in conjunction with the entire development team to deepen relationships with Care Drive donors.
- Partners closely with the Volunteer Manager as needed to provide volunteer support at Care and Share food drives and community outreach efforts.

Other Development Tasks

- Assists in performing regular administrative duties in a timely and efficient manner; including but not limited to recording and tracking donor communication, reviewing and submitting event related invoices for payment, drafting acknowledgement and thank you letters, creating and updating donor forms, writing solicitation letters, executing mass mailings.
- Provide support in the research and solicitation of new and existing donors.
- Perform complex administrative duties, with little supervision, exercising confidentiality, independent discretion, and judgment.
- Works closely with the Marketing and Communications Director to ensure the proper execution of communications strategies as they align with fundraising campaigns. Provides production support when appropriate.
- It is the responsibility of all Care and Share staff members to work with volunteers and to treat all neighbors, volunteers, guests, and other employees in a courteous and respectful manner at all times while maintaining a cooperative atmosphere for everyone.
- Perform other duties assigned as needed throughout the organization.

Work experience requirements:

- Ability to manage multiple, cross-functional projects and implement problem solving capabilities
- Ability to work independently and with a broad range of people to support programs and projects
- Ability to foster teamwork: Work cooperatively and effectively with others to understand need, set goals, resolve problem, and make decisions that enhance organizational effectiveness
- Fast-paced and results oriented with the ability to work in a timely manner with multiple deadlines and competing requirements.
- Strong written, presentation, verbal, organizational, and interpersonal skills; demonstrated ability to relate well to individuals from diverse backgrounds.
- Demonstration of good judgement, professionalism and the highest standards of ethical conduct.
- Experience developing and implementing project plans
- Ability to adapt quickly to ever-changing organizational circumstances and needs
- Outstanding follow through skills
- Strong command of Microsoft suite of programs (Excel, Word, Outlook, Publisher, PowerPoint)
- Fundraising experience preferred
- Must be able to successfully perform responsibilities of the job autonomously