



PROJECT MANAGER

POSITION AVAILABLE

For almost 30 years, Cause Effective has enhanced the viability of the nonprofit sector by increasing the capacity of more than 4,000 nonprofits to build sustainable communities of supporters. These community-based organizations have turned to Cause Effective to diversify funding, raise more money from individuals, activate boards of directors, and produce successful anniversaries and special events. We provide carefully tailored counsel through consulting, workshops, and publications to help transform peoples' passion for mission into a unique and enduring ability to raise funds. Cause Effective builds nonprofits' ability to sustain themselves so they can achieve long-term, community-based change.

Cause Effective is seeking to hire a Project Manager who will be responsible for marketing, intake, outcomes assessment, and provide fundraising and program support. This person will be responsible, in collaboration with senior staff, for both planning and implementing in these areas. Cause Effective's Project Manager, working in tandem with Cause Effective Senior Associates, will design and manage various program-related initiatives that enhance the effectiveness and capacity of Cause Effective's training and consultation practice. Responsibilities will include designing and implementing systems for client marketing, intake, and evaluation; drafting and producing templates and other materials to support Cause Effective's workshops and trainings; and providing logistical support for Cause Effective workshops as well as conducting client intake and evaluation of Cause Effective services. This position will also be responsible for implementing fundraising initiatives and providing varied fundraising support. This position will start as part-time (.75 FTE) with the potential to increase in scope within the next year.

This position offers the opportunity to:

- Make a difference in a multiplicity of communities in New York City
- Maintain an ever-changing work load with new challenges and learning opportunities
- Keep a flexible schedule
- Shape the future of Cause Effective as the "go to" organization for community-based resource development, governance and special events assistance

Skills needed for this position include:

- Nonprofit resource development, governance and/or special events experience
- The ability to write well and to communicate eloquently and persuasively
- Excellent listening skills and the ability to match client assets to appropriate resources and strategies
- Impeccable follow-through and the ability to work independently and show leadership within an institutional framework

Qualifications Required:

- Understand, appreciate and have experience in working with community-based nonprofit organizations
- 2 to 4 years of progressive responsibility and demonstrated achievement in nonprofit-related positions, with a preference for first-hand experience in resource development, governance and/or special events

- A history of committed experience in communities of color
- Be able to communicate effectively, both in writing and orally, including excellent conversational and presentation skills
- Be well-organized, thorough, and able to handle detailed and big picture issues simultaneously, including handling multiple assignments within tight time-frames
- Demonstrated project management skills and experience
- Fluency in Spanish is preferred but not required
- Willingness to work flexible hours as required to meet institutional needs
- Bachelor's degree
- Demonstrated proficiency in the following: MS Office, Contact Management Database, Social Media Channels

Personal Characteristics

The successful candidate should be the following:

- An energetic, focused, hard worker who is effective in a fast paced, pressured environment
- Intelligent and persuasive; a problem solver who can both conceptualize and implement, and can initiate ideas and projects, not just respond to direction
- A person who enjoys working with many different types of people and is skilled at identifying their strengths
- Someone with a sense of humor to maintain perspective and a congenial working environment
- A collaborator who likes to share information and ideas with colleagues to achieve excellent results
- Someone who has respect for and sensitivity to different cultural styles among clients

Eligibility for Employment

Cause Effective strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged. Cause Effective does not discriminate on the basis of race, creed, national origin, gender, sexual orientation, or marital status.

Salary and Benefits

Compensation for this position is competitive and based on experience, qualifications and salary history. Cause Effective offers a flexible benefits plan.

Timing of Appointment

Cause Effective will begin to consider candidates immediately, with a phase-in and training period for the successful candidate to begin as soon as possible following notification of selection.

To respond, please submit resume with salary history, writing sample and cover letter to Cause Effective at info@causeeffective.org with a subject line Project Manager Search. **No phone calls.**