

**The Project Manager is responsible, in coordination with the JFM team, for the supervision and execution of the overall strategic plan, the fundraising campaign and the event management and program production plans on all assigned projects. The Project Manager will specifically oversee all aspects of the projects including, but not limited to:**

- From the beginning, being a significant participant on the JFM team as it creates the overall strategic plan; contributing specific fundraising, event management, and evening program ideas that all work together to help achieve the specified goals and objectives for each project
- Creation and maintenance of the project timeline, budget and revenues in Excel. Additionally, there are year to year and project to project comparisons that need to be created and analyzed in Excel
- All day to day communication with clients including leading meetings and preparing agendas and recap notes
- All day to day communication with vendors, venue, donors, etc....
- Managing all mail campaigns: Save the Date, early reservation letters, invitations, personal notes campaigns.
- Preparing all mail merges and executing all details while overseeing staff to support the actual mailings
- Managing all outreach lists in Excel and updating, de-duping and editing as needed
- Oversee/conduct research for additional fundraising prospects related to the specific participants in the project to expand revenues and donor base as well as future leadership and sponsors
- Managing follow-up call campaigns and overseeing staff with call notes in excel as well as overseeing follow-up materials and next steps
- Liaise with all key fundraising and event leadership (Honorees, Board, Co-Chairs, Committees, Sponsors, etc...)
- Drafting all outreach letters and supporting materials for the fundraising campaign
- Venue booking and negotiations as well as all related decisions and logistics
- Writing and managing the RFP process for all vendors –catering, decor, a/v, design, printers, etc...
- Liaise with designer for all printed materials -Save the Date, invitation, printed program, etc...
- Take a leadership role in the creation and development of the Evening Program and its content, strategy and participants
- Working with audio visual and production teams on event program needs
- Managing the guest list and seating for all attendees up to and through the event for 300-1,000+ guests using specific seating software
- Primary onsite contact for all elements on the day and night of the event

## **Qualifications**

- Bachelor's Degree required
- 3-5 years' experience in the fundraising and event management industry is highly recommended for this position
- A car is strongly recommended for this position
- Ability to multi-task and prioritize responsibilities, meet tight deadlines, work under pressure in fast-paced environment, and interact with wide range of people
- Good management, supervisory and client service skills
- Highly organized with great attention to detail
- Excellent interpersonal, communication and problem-solving skills
- Proficient in all Microsoft Office and social media applications
- Able to work evenings and weekends/holidays as project requires during peak event times. All staff are required to work all events plus up to several nights before. All staff are expected to make this job their priority and understand that during event season (September-November and February-June) requests for time off, vacation days etc., are granted only as project schedules can allow).

**Please submit resume and cover letter to [projectassociateJFM@gmail.com](mailto:projectassociateJFM@gmail.com)**