

CONSULTING PROJECTS MANAGER

POSITION DESCRIPTION

Dini Spheris is a leading national fundraising consulting firm specializing in capital and endowment campaigns and major gift programs. More than fundraising consultants, we consider ourselves partners with our clients, in their missions and for their success. With more than 50 years of experience, Dini Spheris has served thousands of nonprofits nationally, resulting in billions of dollars in philanthropic support. Dini Spheris brings to each client, every day, the brightest talents, and experience that produce transformational results.

The Consulting Projects Manager (“CPM”) plays a vital role as a member of a Dini Spheris consulting team and serves as the administrative and logistical hub of each client project. Dini Spheris professional consulting teams typically are comprised of a principal and consultants supported by one or more CPM’s. In this role, the CPM facilitates client project management as well as supports internal firm projects. Persons in this role must possess the skills and characteristics necessary for the support of client work from the preparation of documents, reports and spreadsheets to the scheduling of client related meetings and interviews. A CPM must be capable of supporting multiple projects, proactively manage deadlines, thrive in a team environment and consistently deliver quality service and work product to clients. Among the key characteristics that are desired in every CPM are prudent judgment, the ability to anticipate obstacles and opportunities in project management, a balance of hospitality and team spirit with a demonstrated ownership and pride in his/her client service, work and role in the firm. Each CPM is supervised by the team Principal but may be directed in their work and mentored by the Consultants on their team.

Responsibilities include:

- Preparation of campaign meeting agendas, reports, action items and all necessary materials need to advance client projects;
- Coordinating project schedules and assignments for clients and client committees;
- Coordinating activities between clients and Dini Spheris team members;
- Participating in client strategizing sessions and meetings with Dini Spheris team members, client staff and client volunteers;
- Scheduling and coordination of calendars for client meetings and project related interviews;
- Assisting with the coordination and development of special research, marketing and communications projects;
- Writing and editing a variety of materials, including grant proposals, reports and meeting materials;

- Coordinating the development of campaign collateral materials;
- Conducting prospect research, tracking detailed moves management processes and maintaining action items for multiple Dini Spheris team members and clients;
- Providing logistical and tactical support for consulting teams as needed; and
- Assisting with other projects as needed.

The ideal candidate should possess:

- Minimum three and up to five years' experience in nonprofit fundraising;
- The ability to multi-task, take initiative and to simultaneously coordinate multiple projects and manage deadlines;
- Excellent written and oral communication skills;
- Sound judgment and the ability to thoughtfully customize work and approaches to fit distinct client settings and projects;
- Attention to detail in written and financial documents;
- A confident, collaborative and mature approach to work;
- A willingness to develop a personal commitment to the desired culture, values and strategic direction of Dini Spheris;
- Proficient computer skills with Microsoft Office or similar software, including Word, Excel, PowerPoint and Outlook;
- Working knowledge of internet navigation and research;
- Knowledge of or aptitude and readiness to learn wealth screening, survey, salesforce and other analytic software and tools used by those serving in this role; and
- A B.A., B.S. or or equivalent degree.

Salary Range: \$50,000 - \$75,000 (DOE)

To Apply: Please send cover letter, resume, salary requirements and references to:

Consulting Projects Manager Search
Dini Spheris
2727 Allen Parkway, Suite 1650
Houston, TX 77019

OR Careers@dinispheris.com