



Madison | Milwaukee

Job Description – Project Manager

McDonald Schaefer has been helping nonprofit organizations achieve mission effectiveness for more than 20 years. Our strong record of success is the result of an exceptional small-team dynamic that represents a unique blend of diverse expertise and comprehensive industry knowledge. Our experience is wide-ranging but has a common commitment to excellence and results.

We are a team of professionals who meet our clients where they are and are proud to help them in their efforts to improve the quality of life for all of us. Further, we are driven to help generous people who are inspired to improve the world by philanthropically investing in our client's worthy missions. We are not afraid to roll up our sleeves and get to work. We value collaboration, resourcefulness and passion.

When you join McDonald Schaefer, your work will have a positive impact on countless lives and causes throughout our community. This is a unique opportunity for an operationally-minded, service-oriented professional to assist our clients with process, discipline and capacity for their projects and campaigns. Successful candidates are *highly detail-oriented, process-oriented, organized, quick studies and accountable*. Please review the following position overview and qualifications to see if you might be a good fit to join the McDonald Schaefer team.

Description

The role of the Project Manager at McDonald Schaefer is to support the work of our Consultants by managing several administrative duties and tracking functions as the Consultants help nonprofit clients achieve their fundraising goals. The Project Manager takes ownership over the internal functions of our client engagements, to keep the Consultants focused on high level strategy and outward-facing, external responsibilities. Attention to detail, understanding of the development process, strong organizational skills and flexibility are required attributes.

Reports to: President

Location: Madison or Milwaukee, WI

Responsibilities

- **Support Services** – Provide accurate, professional and timely support services and products to consultants and clients:
 - Working closely with our Consultants, develop and deliver reports, proposals, PowerPoint presentations and other products to our clients that are accurate and professionally formatted
 - Accompany Consultant(s) to selected client meetings
 - Proofread written documents for accuracy of spelling, grammar and word choice

- Manage data entry into our database and design and prepare reports as needed
 - Work with Consultants to develop specific reports to meet their needs
 - Maintain a high standard of care in formatting and presentation of all deliverables
 - Regularly update Consultants on the status of ongoing projects
 - Coordinate Feasibility Studies involving several interrelated steps and deadlines
 - Provide prospect research on potential donors
 - Coordinate with clients on a regular basis to manage task priorities
 - Research addresses and phone numbers online
 - Develop best practices and tools for project execution and management
 - Schedule appointments, sometimes coordinating multiple calendars
 - Assist with planning for occasional special events
 - Arrange for food and refreshments periodically at client or staff meetings
 - Order office supplies, business cards and other McDonald Schaefer stationery items
 - Coordinate with technology support services on initial troubleshooting for occasional technology concerns
 - Other assorted support duties as needed
- **Marketing** – Contribute to the firm’s marketing activity as follows:
 - Manage periodic marketing efforts by coordinating mailings with our mail-house as well as email marketing through Constant Contact
 - Update and maintain firm’s marketing mailing and email list
- **Administrative Support** – Provide administrative support for the President and Vice President as follows:
 - Provide administrative support for special projects to the President as needed including business development activity, resource management, prototype development for new tools and systems, scheduling and special research projects
 - Provide administrative support for special projects to the Vice President as needed including coordinating activity between the VP and Consultants, accompanying the VP on selected meetings, scheduling and other general administrative support
- **Resources and Tools** – Train and become proficient on various software resources:
 - Microsoft Office: Word, Excel, PowerPoint, Outlook
 - QuickBase, our campaign management database
 - Team Gantt, our project management software
 - Dropbox, our file sharing software
 - Foundation Directory and iWave, our foundation and prospect research sites
 - Constant Contact, our email marketing software

- Basic graphic design templates for newsletters and simple project briefs

Qualifications

- University or college degree in the field of business administration, marketing, communications or other related field
- Basic understanding of the fundraising/resource development field preferred
- Minimum 2-3 years' direct work experience in a project management capacity, including all aspects of project development and execution
- Strong written and oral communication skills
- Ability to effectively prioritize and execute tasks in a fast-paced environment
- Experience at working both independently and in a team-oriented, collaborative environment
- Responsive to shifting priorities, demands and timelines; adjust promptly and efficiently
- Flexible during times of change
- Strong interpersonal skills
- Ability to work independently from a home office

Work Conditions/Physical Requirements

- Work from your home with company-issued computer, printer, scanner, supplies
- Flexible schedule needed
- Dexterity of hands and fingers to operate a computer keyboard and mouse
- Physically able to participate in training sessions, presentations and meetings
- Some travel may be required for client and staff meetings