

**Draper Consulting Group**  
**JOB DESCRIPTION: PROJECT MANAGER**  
**(Full-time, Exempt Position)**

**Draper Consulting Group** (DCG) is one of Southern California's leading providers of high quality management assistance to nonprofit organizations and grantmakers. The firm is known for helping organizations in periods of dynamic change and for enabling them to transform to the next level of capacity in reaching their missions. Clients include social service, health, arts and culture, and education nonprofit organizations, as well as private, family, corporate, and community foundations. DCG is a 5-member firm with a strong team orientation and commitment to providing high quality services.

DCG's capacity building consulting services enable nonprofit and grantmaker clients: (1) to build their capacity through board development, staff leadership, improved organizational and financial planning, programmatic design, administrative effectiveness, and community investment; (2) to increase resources through successful, diversified fund development strategies, and (3) to expand philanthropy among individuals and organizations, increase grantmaker effectiveness, and deepen donor responsiveness and impact.

**POSITION REPORTS TO:** President.

**POSITION CORE RESPONSIBILITIES**

Working closely with DCG's President and in coordination with the client services team, the Project Manager will perform and be accountable for the following core responsibilities:

**1. Project Management**

- Design, implement, and track consulting projects and deliverables.
- Maintain detailed log of work for monthly invoices.
- Coordinate ongoing activities of client projects; ensure adherence to the contract schedule and deliverables; follow-up with the team and clients.
- Take initiative and problem solve to address unforeseen challenges or opportunities.
- Contribute to the team's effectiveness, learning, and delivery of high quality products to clients.

**2. Strategy Development, Research, and Planning**

- Review, analyze, and assess client administration, governance, and programmatic function.
- Conceptualize, research, and draft reports with findings and recommendations; research might involve bibliographic or online search, surveys, questionnaires, or in-person interviews.
- Analyze data and inputs to inform and draft project reports, strategic plans, and policies and procedures.
- Propose organizational changes and new methodology to help transform organizations to the next level of success and functionality for greater effectiveness.
- Develop project budgets and multi-year organizational budget projections.

- Design, conduct, and summarize needs assessments, surveys, feasibility studies, compilations of best practices, and trends of the field.

### **3. Fundraising and Board Development**

- Identify, research, analyze, and prioritize prospective funding sources and other resources for clients, and develop effective cultivation and solicitation strategies.
- Draft compelling funding proposals, appeal letters, brochures, capital campaign collateral materials, and other promotional materials, targeted to donor interests and needs.
- Develop and assist in the implementation of diverse components of major donor or capital campaigns from inception to campaign success to conversion to annual fundraising.
- Identify and integrate innovative methods of donor cultivation and solicitation.
- Develop methods and strategies to engage volunteer leaders.
- Prepare for and facilitate board meetings and retreats on fundraising, strategic planning, board effectiveness, and capital campaign planning, amongst other topics.

### **4. Grantmaking**

- Assist in designing new foundations and grantmaking programs and in evaluating and retooling existing grantmaking institutions.
- Design and implement capacity building initiatives for grantees.
- Assist in foundation board and staff development including recruitment, training and board retreats, and group facilitation.
- Keep up to date on best practices, trends in the field, and grantmaker interests and personnel both regionally and nationally.

### **5. Client Development**

- Conduct research and draft proposals, work plans, and fee structures for prospective client work.
- Actively participate in the development of DCG's marketing and outreach plans, materials, and copy for the DCG website. Draft articles for industry publications and other promotional resources for engaging prospective clients and increasing brand awareness.
- Cultivate, develop, and maintain relationships with colleagues to assist in the firm's marketing, visibility, and leadership.
- Proactively identify relevant professional development resources and opportunities; attend conferences, workshops, and seminars, as approved.
- Cultivate and participate in the solicitation of new clients.

## **ESSENTIAL JOB FUNCTIONS**

Successful candidates will also have the ability to:

- Maintain a high level of quality work product and output.
- Employ strong organizational and time-management skills; organize, prioritize, and complete assignments in a timely, accurate, and efficient manner.

- Frequently work on several tasks at the same time with competing deadlines; remain flexible, responsive, and shift gears quickly.
- Clearly, articulately, and effectively communicate (in both oral and written form) with co-workers and clients.
- Work in a harmonious manner, in a team environment, and interact in a cooperative and professional manner with supervisors, co-workers, clients, vendors, subcontractors, and the public.
- Take initiative and lead teams when appropriate.
- Frequently work rapidly and with intense concentration for long periods of time.
- Frequently sit at a desk or workstation for extended periods of time.
- Occasionally work evenings and weekends.
- Drive with a valid CA driver license and insurance and reliable transportation.

## **QUALIFICATIONS**

All candidates must possess the following minimum qualifications:

- Bachelor's degree required. An advanced degree in public administration, nonprofit management, business, humanities, or social sciences preferred.
- Minimum of five (5) years professional nonprofit sector experience required.
- Fundraising experience required.
- Grantmaking experience a plus.
- Financial literacy and working knowledge in budgeting and finance are required.
- Excellent written, oral, and interpersonal communications skills are required.
- Supervisory experience preferred.
- Intellectual curiosity and strong desire to work in capacity building.
- In depth understanding of the nonprofit sector and demonstrated evidence of a commitment to social change, community-based organizations, and diversity.
- Proficiency in MS Office Suite products, database management, and the Internet.
- Preference for candidates who bring knowledge of the nonprofit and grantmaking landscape in Los Angeles.
- Bilingual in English and Spanish a plus.

## **COMPENSATION**

Draper Consulting Group offers a competitive salary (based on experience) plus participation in a semi-annual performance based bonus program. Benefits include medical and dental coverage; paid holidays, vacation, and sick time; retirement plan with employer match; employee matching gifts program; and other benefits.

## **TO APPLY**

Interested candidates should submit:

- A thoughtful cover letter that includes highlights of your professional experience and how your skills relate to the five core responsibilities of the Project Manager (listed above). Please also elaborate on what inspired you to apply for this position, how it fits within your career goals, and your particular interest in nonprofit capacity building.

- Detailed resume that includes complete job history and employment dates.

This position is available now. Qualified candidates are encouraged to apply immediately. Please submit materials via an email titled "Project Manager" to: [DCGjobsearch@gmail.com](mailto:DCGjobsearch@gmail.com). Incomplete applications will not be considered. No phone calls, please.

Draper Consulting Group is an Equal Opportunity Employer