CONVOY OF HOPE

Title: Project Manager　　　　　　　**Schedule:** Regular, full-time
Department: Development – Corporate　　**FLSA:** Exempt
Reports to: Senior Director – Corporate Relations

Ministry Function:
The Corporate Relations – Project Manager works to further the ministry of Convoy of Hope (COH) by implementing corporate engagement strategies and providing concierge-level customer service to strategic corporate and nonprofit partners.

Essential Duties & Responsibilities:
1. As assigned, provide ongoing support to existing COH corporate and nonprofit partnerships, including but not limited to the National Breast Cancer Foundation.
2. Become the COH expert related to every aspect of assigned partnerships, including relationship building with key influencers and decision makers at the partner organization.
3. Act as liaison between the partner organization and various COH departments to help achieve meaningful win-win engagement for the partner and COH.
4. As needed, deploy to provide on-location support for ongoing activities at COH events and/or other partnership related activities.
5. If requested, be available to mobilize with relationship managers to provide assistance in specific corporate partnership opportunities.
6. Provide a written relationship summary and assessment to Senior Director – Corporate Relations annually for each assigned partner.
7. As assigned, assume lead role with certain corporate partnership opportunities.
8. As needed, assist in relationship building and contract negotiations.
9. Manages according to established COH policies and procedures, and holds self and staff accountable to them. Continuously finds processes that create improved efficiency while maintaining conformance to approved policies.
10. Responsible to know and stay within established budget, holding self and staff accountable to it.
11. Meets or exceeds fundraising goals and key performance indicators annually.
12. All other duties as assigned.

Required Knowledge, Skills & Abilities:

1. Bachelor's degree preferred; high school diploma or equivalent required.
2. 2+ years of professional experience; demonstrated success in account management or client services managing complex relational accounts.

3. An individual with a proven client services or account management track record with corporations and/or nonprofits.
4. Ability to work across departments, using relationship skills and influence to advance assigned initiatives and achieve results through personal efforts and working through others.
5. Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
6. Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside COH.
7. Willingness to travel.
8. Proven experience in relationship building.
9. Excellent communication skills (verbal, written, and interpersonal) for maintaining contacts and building new relationships with donors and partners.
10. Administrative skills, organizational skills, and attention to detail.
11. Ability to use a computer and software programs, including but not limited to Gmail, Word, PowerPoint, and Excel.
12. Ability to set goals, prioritize, and organize tasks and workloads in order to complete assignments in a timely manner.
13. High energy and passion for COH's mission is essential.
14. Ability to construct, articulate, and implement an annual strategic plan.
15. Serve as an advocate for the ministry, striving to nurture, broaden, and develop financial and other resource opportunities to support and expand organizational and programmatic ministry.
16. Ability to positively represent the ministry of COH, including its mission statement and core values, to all outside constituencies.
17. As a Christian organization, COH believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

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