Title: Project Director
Reports to: Vice President for Learning & Impact
Type: Full-time Exempt
Location: Remote - Flexible within the U.S.
Salary Range: $102,000 - $112,000
Contact: Submit resume and cover letter by November 15, 2023, to Caroline Merenda at cmerenda@cfleads.org.

About CFLeads

CFLeads is a national network of community foundations working together to build strong communities. As the only national organization exclusively for community foundations, we work with hundreds of community foundations each year that are committed to increasing their local impact through community leadership.

CFLeads vision:
We envision a world in which community foundations are vital partners in building communities where all residents are prosperous, healthy and secure.

CFLeads mission:
Our mission is to help community foundations build strong communities by advancing effective practices, sharing knowledge, and galvanizing action on critical issues of our time.

Position Description
The Project Director at CFLeads oversees, manages, and executes multiple projects within the organization. This individual will ensure that projects are completed on time, within scope, and on budget while maintaining the highest quality standards.
Key Responsibilities
The Project Director will take on the following responsibilities:

Project Implementation, Evaluation, and Management

- Co-develop and implement project plans, including defining project scope, goals, deliverables, and resources needed. Coordinate with stakeholders to ensure alignment with CFLeads strategic objectives, e.g., Bridgespan 5-year business plan.
- Adjust project plans and strategies as necessary to address emerging challenges or changing community foundation needs.
- Seek input and feedback from stakeholders to inform decision-making processes.
- Provide oversight of project implementation, including all activities, outputs, and outcomes related to project management and administration, including reporting, budget development and monitoring, financial transactions, execution of project plans, and project performance.
- Coordinate and co-facilitate regular project meetings, webinars, and events.
- Provide leadership and guidance to project team members, ensuring effective collaboration and communication.
- Develop and maintain a comprehensive project documentation system, including project plans, progress reports, meeting minutes, and other relevant materials.
- Monitor project progress by tracking key milestones, tasks, and metrics.
- Regularly assess the project’s performance and identify potential risks or issues impacting its success.
- Evaluate project outcomes and impact through data collection, analysis, and reporting; use findings to identify areas for improvement and inform future project initiatives.
- Stay updated with the latest best practices in project management, nonprofit operations, and the specific sector of the project, and integrate learnings into the project strategy and operations.

Stakeholder Engagement and Communications

- Collaborate with institutional/community partners, stakeholders, and project teams to establish and maintain effective working relationships.
- Foster collaboration and communication among all parties involved in the project.
- Along with VP, serve as the key point of contact for project-related inquiries and communications.
- Represent CFLeads and the project at external events, conferences, and meetings.
Fiscal Management and Compliance

- Work with VP to ensure the project is completed on time and within budget. Co-develop and manage project budgets, including allocating resources appropriately and tracking expenditures [work in partnership with VP and Chief of Staff].
- Ensure all project activities comply with CFLeads policies, guidelines, and legal requirements. Maintain ethical standards and promote inclusivity and diversity throughout the project.

Key Competencies

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<thead>
<tr>
<th>Competency Title</th>
<th>Definition &amp; Key Behaviors</th>
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<tbody>
<tr>
<td>1) Interpersonal Skills /</td>
<td>The ability to work well and cooperate with others. This includes:</td>
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<td>Teamwork</td>
<td>▶ Developing and maintaining positive working relationships and interacting collaboratively with others, including those holding opposing views and goals</td>
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<td>▶ Showing understanding, friendliness, tact, empathy, patience, compassion, mutual trust, and the highest level of respect for others</td>
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<td>▶ Relating well to people from varied and diverse cultural, racial, ethnic, gender, age, educational, professional, etc. backgrounds</td>
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<td>2) Problem Solving / Decision</td>
<td>The ability to analyze and synthesize information and draw appropriate conclusions using best practices and other models of continuous improvement. This includes:</td>
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<td>Making</td>
<td>▶ Clearly defining issues despite incomplete or ambiguous information</td>
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<td>▶ Generating useful and effective alternative solutions before making decisions</td>
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<td>▶ Making decisions in a timely manner based on sound logic and rationale</td>
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<td>3) Work Orientation</td>
<td>The ability to make a meaningful contribution to work and ensure that activities and responsibilities are efficiently completed. This includes:</td>
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<td>▶ Taking initiative to complete job assignments accurately and completely</td>
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<td>▶ Being committed, reliable, trusted, and accountable for completing assignments</td>
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<td>▶ Regularly and dependably following agreed upon work schedule</td>
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<td>4) Adaptability / Flexibility</td>
<td>The ability and willingness to change one’s style or approach in response to differing circumstances or to work in ambiguous situations. This includes:</td>
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<td>▶ Working effectively under stressful conditions</td>
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<td>▶ Handling unexpected situations in a calm and professional manner</td>
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<td>▶ Showing resilience under ambiguous, changing, or demanding circumstances</td>
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<td>▶ Staying updated on new and innovative industry developments.</td>
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<td>5) Planning / Organizing</td>
<td>The ability to set priorities, plan and coordinate work activities, and obtain and manage resources so that work objectives are accomplished on time and</td>
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## Competency Title

within budget using best practices and other models of continuous improvement. This includes:

- Focusing time and energy on areas that have the highest priority
- Completing assigned tasks within schedule constraints
- Setting priorities consistent with mission, vision, strategy, and goals

### 6) Communication

The ability to communicate clearly and politely in both oral and written formats with coworkers, community leaders, funders, vendors, and other stakeholders. This includes:

- Sharing information openly to optimize individual and organizational effectiveness
- Targeting the amount, style, and content of information to an audience’s needs
- Actively listening to and understanding information and answering questions thoughtfully and completely
- Composing legible, error-free emails, memoranda, procedures, policies, reports, etc. as required

## Qualifications

- At least 5 – 7 years of experience working in economic mobility or related fields.
- Bachelor’s degree in a related field (e.g., social sciences, business administration, nonprofit management).
- Willingness to travel.
- High proficiency and understanding of Microsoft Office and Zoom, etc. Experience with Salesforce is a plus.
- Proven experience in project coordination, preferably within a grant-funded environment.
- Strong organizational and project management skills, with the ability to multitask and prioritize effectively.
- Excellent written and verbal communication skills, with the ability to present complex information in a clear and concise manner.
- Proficiency in data analysis and reporting, utilizing tools such as Microsoft Excel or Google Sheets.
- Ability to work collaboratively in a team-oriented environment, while also being self-motivated and able to work independently.
- Passion for racial equity, with a strong commitment to the mission and values of our organization.
- Must undergo background check if final candidate.
This is a grant funded position; sustained funding is contingent on successful completion of project deliverables.

CFLeads is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. CFLeads is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Caroline Merenda at cmerenda@cfleads.org.