



Guiding non-profits to success & sustainability

Position: Project Manager
Reporting to: Client Services Manager
Work Centre: Virtual
Compensation: As agreed
Start Date: TBD

Position Overview:

Reporting to the Client Services Manager, the Project Manager is responsible to liaise with each clients' point person and the GMF team members for delivery of all marketing projects on time and on-budget. Ability to work in a fast-paced virtual environment a must with high attention to detail and key deliverables required. The project manager works with an assortment of people, including clients, staff team members, outsource suppliers and others. The project manager 'steers the ship' from project inception to completion, including a high degree of collaboration to arrive at the desired goal.

Responsibilities:

1. Meeting with clients regarding their project goals and requirements
2. Establishing and managing project scope within calendar and budget
3. Contributing to client proposals and quotes
4. Assigning tasks and responsibilities to team members
5. Monitoring project progress and clearing roadblocks
6. Double-checking all project deliverables for accuracy
7. Sending progress updates to clients
8. Delivering the final project and summary to the client
9. Overseeing typical projects such as: Direct mail and Email marketing, marketing collaterals, Social media marketing, Search engine optimization, Website development, Event planning, Video creation and more.
10. Oversight of graphic designers, copywriters and liaison with suppliers

Qualifications:

1. Previous project management experience with strong track record
2. Solid knowledge of marketing strategies
3. Soft skills: Leadership, Collaboration, Communication, Organization, Conflict resolution, problem solving and time management
4. Excellent interpersonal skills and ability to work effectively on a fast-paced team.
5. Well organized with ability to multi-task, prioritize projects, work within short time frames.
6. Self-starter and detailed oriented; able to work independently.
7. Strong customer service experience.
8. Strong English written and verbal communication skills.

For more information on our company, please visit: GMFPartners.org