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## GO BIG FOR JESPY PROJECT MANAGER

**JESPY HOUSE** is a leading nonprofit provider of services promoting independence for adults with Intellectual and Developmental Disabilities. The Go Big for JESPY Project Manager reports to the Executive Director and works with the Director of Development and the Development Team. The Project Manager will support efforts to implement JESPY's strategic plan to expand facilities and service provision, increase community outreach, and further JESPY's mission. The Project Manager is responsible for coordinating and managing operations including all timelines and deliverables for a multi-faceted, five-year multimillion dollar initiative for the short and long-term growth of JESPY House. The Project Manager will oversee the raising of funds to support JESPY's strategic plan.

### **Project Manager Summary of Responsibilities**

The Project Manager plans and manages operations for a multifaceted, comprehensive, 5-year development initiative for JESPY House. The Project Manager will oversee and manage the workflow among JESPY staff, the Board of Trustees, outside consultants, and volunteers, ensuring that all teams and deliverables stay on track for their success metrics and are completed on (or ahead of) schedule. The Project Manager will coordinate a number of different revenue streams:

- Annual and Capital giving
- Online donations
- Institutional philanthropy
- Public funds
- Debt financing

Comfortable with data-driven planning, the ideal candidate will have exposure to several of these revenue streams. They are an experienced project or campaign manager, able to coordinate needs of multiple teams and workstreams.

### **Responsibilities**

- **Design overall process and coordinated project timeline for all teams to achieve their development goals:** Work with JESPY leadership, board, consultants, and volunteers to identify funds needed from each team, preferred funding targets, approaches, and necessary timelines.
  - Design comprehensive timeline for Go Big initiative and make sure that all teams and other volunteers know and meet their goals.
  - Manage Board of Trustee engagement with Go Big initiative.

- **Communication:** Improve G Big's efficiency by designing effective communication methods.
  - Liaise with all teams to improve communication flows
  - To ensure goals are met, analyze team and workstream progress and provide detailed reporting every six months to Go Big leadership consisting of Board President, Board of Trustees, and key JESPY staff.
  - Brief Board President, Board Development Co-Chairs, and Executive Director as needed.
- **Fundraising:** Contribute to JESPY's development efforts through stewardship and direct fundraising.

### Qualifications

- **Project Leadership:** 3-5 years of experience and measurable success planning, leading, and managing complex and multifaceted projects, including coordinating teams to achieve key outcomes, conducting data analysis, and tracking and reporting on progress to senior managers/board of trustees.
- **Management:** Depth of experience managing at least one \$5 million project or campaign.
- **Entrepreneurial Spirit:** Creative problem solver who takes on big goals and reaches them.
- **Communications:** Positive and concise in spoken and written communication.
- **Collaboration:** Effective at working with people with different opinions and expertise in order to reach common goals and objectives.
- **Fundraising:** Experience with development planning and execution are a plus. The ideal candidate will have built and raised funds for a project utilizing multiple revenue streams.

Interested parties, please forward resume and applicable professional experience to Audrey Winkler, Executive Director JESPY House [awinkler@jespy.org](mailto:awinkler@jespy.org)