



JOB DESCRIPTION TO APPLY GO TO: WWW.FIRSTNATIONSFINANCIAL.ORG

POSITION: Project Manager
SALARIED RANGE: \$18-25 an hour (DOQ)
SUPERVISOR: Executive Director

Position Summary

Under the direction of the Executive Director and Senior Projects Manager the Project Manager will be responsible for managing projects for the organization including continuous review and update of procedures, policies, programs, and products. The Project Manager will assist with process management overall with the organization and support all of the team members. Provide research, guidance, and support for all teams to move the organization ahead. There is a continuous need for project management and expert guidance for organization, time management, communication, consistency, and accountability in all that we do here.

Duties and Responsibilities

1. Perform process management including but not limited to; loan process, compliance, classes, and events.
2. Research for all projects; program, products, and policies.
3. Research potential funding sources for projects.
4. Research for funding opportunities for both organizational, and project funding.
5. Create project budget proposals
6. Monitor project budgets and outcomes
7. Create program projections and forecasts
8. Work with all team members and management to implement and deploy projects in designated timelines.
9. Network and develop strong partners to help benefit our organization.
10. Help plan marketing projects, data collection, and coordination of events.
11. Plan and coordinate community surveying and outreach.
12. Perform other duties as assigned by supervisor.

Required Skills and Abilities

1. Excellent oral communication skills, be interpersonal, and be extremely organized.
2. Project management tools, skills, resources, communication and technological skills to support multiple projects.
3. Leadership literacy for spreadsheet and word processing/database software.
4. Problem solving and critical thinking skills.
5. Demonstrated public speaking experience and delivery to small and medium sized audiences.
6. Ability to maintain confidentiality, follows directions and procedures, and work in a professional manner at all times.
7. Ability to read and follow policies and procedures and maintain internal controls.
8. Ability to adapt in order to present and disseminate information in an easily understandable manner to individuals at various educational levels.
9. Proficiency in the use of Microsoft Outlook, Microsoft Excel, Microsoft Office, and database file systems.



10. Position requires regular travel, including local and overnight, flexibility in work hours to accommodate business needs, including weekends and night time, and reliable transportation to perform job duties.
11. Must be self-motivated; be able to work independently, and to positively motivate others.
12. Excellent organizational, time management and planning skills including calendar management and goal setting processes.
13. Willingness to accept new challenges and opportunities.

Minimum Qualifications (Required Knowledge & Experience)

1. Two years (2) associates' degree from an accredited institution in Project Management or related field preferred.
2. Experience in the project management required.
3. Organized with the ability to handle multiple tasks and projects simultaneously.
4. Possess a combination of education experience; skills, aptitude and trainability, which in the judgment of hiring the supervisor demonstrates skills are sufficient for the performance of duties.
5. No convictions for a felony or misdemeanor involving dishonesty or breach of public trust.
6. Willingness to comply with FNCF's drug testing policy.
7. Valid driver's license, and proof of valid insurance.