Project Manager Position Description

Position Summary
The Project Manager will support the Caltech Y Executive Director in four broad areas: communications, administration, Board of Directors, and fund development. This position requires a results-oriented individual with strong communication skills, the ability to effectively and independently manage multiple projects and timelines, and strategic thinking with attention to detail. The Project Manager may be a point of contact and must be comfortable working in a highly collaborative environment with a small professional staff and volunteer board. The candidate should have a passion for leadership development, student development, and community outreach.

Responsibilities

Communications
- Develop, edit, and produce communications, reports and presentation materials for internal and external audiences. These include quarterly newsletters, outreach materials, press releases, and donor correspondence.
- Develop and implement a communication strategy that includes media outreach and social media content creation.
- Research and write press releases, and content for the organization website, infographics, blogs, and newsletters.
- Acquire and maintain a detailed knowledge of the organization’s policies, principles, and strategies, and keep up-to-date with relevant developments.
- Support and evaluate results of communication campaigns with the team.
- Build and maintain relationships with key internal and external role-players.
- Manage and maintain the Caltech Y website, particularly the homepage and donor portals, newsletter blogs and other pages as required.

Administration
- Exercise independent thinking and ownership of projects. Conceptualize, plan, and implement multi-step projects with minimal supervision.
- Demonstrate excellent judgment and interpersonal skills in responding to inquiries from prospects, donors, board members, or other administrators while maintaining the utmost confidentiality.
- Serve as the primary point person for on-boarding new Caltech Y staff members.
- Work in collaboration with and oversee projects involving external volunteers and/or professional freelance contractors, including writers, website developer, and database developer. These include press releases, annual report design, and outreach materials.
- Manage calendar for programs, events, meeting and staff vacation schedules.

Board of Directors
- Provide support to the Executive Director and to the Caltech Y Board committees including minutes and board/donor correspondence, maintaining board portal, and organizing official board records.
- Schedule board meetings, including committee meetings, board retreat, and full board meetings, prepare materials for board distribution, manage room reservations, food and meals and other logistics.
- Coordinate new board member on-boarding and orientation, organizing and compiling board member book, board member contract, and conflict of interest forms.
- Maintain board rosters, track board member terms, and provide other support as needed.
• Work with board members and internal stakeholders to brainstorm content ideas, aligned with the organization’s strategy and in support of various brand initiatives.

**Fund Development**
• Develop and apply specialized knowledge and expertise to utilize, manage, and maintain donor database including entering donor gifts, generating and analyzing donor solicitation reports, creating segmented email/mailing lists for various campaigns, and maintaining information.
• Create and generate all Y campaigns, mailings, and materials across all platforms, including print, digital, and social media. This includes the annual solicitation, donor newsletters, special events, and other mass communications.
• Independently plan and execute all logistics regarding complex events, including committee/Board meetings, Friends events, and annual Board retreat.
• Process and track all campaign gifts and correspondence, including recognition letters and pledge payment reminders using FileMaker database.
• Maintain Prospect Lists in Excel, Action Item Reporting, Major Gifts Pipeline, and other campaign reports.

**Other**
• Attend Caltech Y programs on evenings and weekends as needed.
• Provide support to other staff as needed.
• Other projects as directed.

**Minimum Requirements**
Bachelor’s degree or 3-5 years of relevant experience required. Two to three years progressive fundraising, communications, or related work experience, work in non-profit or higher education environment preferred. Experience working with volunteers and/or volunteer Board members highly desired.

**Skills, Knowledge & Abilities**
• Must be conscientious, proactive, self-motivated, and a strong team player. Strategic thinker and creative mindset with meticulous attention to detail is important.
• Working knowledge of fundraising principles, communications strategies, non-profit organizations.
• Content writing experience for all media platforms preferred.
• Must work well under pressure with multiple priorities and meet tight deadlines.
• Highly computer literate with capability in email, MS Office, web tools and related business and communication platforms.

This is an exempt, permanent position. Regular office hours are 9am to 5pm Monday through Friday with some evening and weekend hours as needed.

**Application Procedures**
Please email a cover letter and resume to Athena Castro (athena@caltech.edu).

**About the Caltech Y**
The Caltech Y is an independent 501c3 organization recognized by and formally affiliated with Caltech. Founded in 1916, today’s Caltech Y seeks to broaden students' worldviews as well as raise social, ethical, and cultural awareness through teamwork, community engagement, activism, and leadership.