

The Project Coordinator position is designed to provide you with exposure to the nonprofit fundraising world. To be considered for this position, you must have at least one full year of experience working with nonprofits.

This is an excellent opportunity for the right person. As a Project Coordinator at Elevate, you will:

- Provide invaluable administrative support as part of dedicated team of grant writing consultants
- Strengthen your knowledge about nonprofit management, fundraising, and finances
- Be mentored and encouraged to advance professionally

Activities:

Your responsibilities will include, but are not limited to:

- Staying informed about client programs, grant programs, and funders
- Assisting with onboarding new clients
- Preparing for and conducting follow-up for weekly meetings with clients
- Managing our clients' grant calendars and deadlines
- Entering all client information into our database
- Monitoring and tracking client email traffic
- Ensuring all outgoing information to clients is up-to-date and accurate

Ideal Candidates Will:

- Have 1-2 years nonprofit experience
- Have superb client service skills
- Be organized, incredibly detail-oriented, and tech-savvy
- Excel at juggling multiple, and competing, priorities
- Be able to be productive in an open-office environment and non-traditional work spaces
- Possess exceptional verbal, written, and interpersonal communication skills
- Have experience with Salesforce or other databases
- Get excited by new opportunities and be willing to take initiative to ensure a project succeeds
- Value good communication skills. Be willing to ask and respond to feedback as well as provide meaningful feedback to others

How to apply?