
***Project Manager Job Description –
(Temporary, grant position through 12/31/2024)***

Organization Mission: Our Mission is to deliver exemplary services by providing financial education, training, and access to capital to support sustainable business and community development while improving the quality of life within our communities.

**This is a grant funded position to support FNCF Business Program through end of calendar year.*

Position Title:	Project Manager
Location:	In Office/Hybrid
Salary:	\$18-\$20 DOQ
Class:	Non-Exempt
Supervisor:	Executive Director

Position Summary

Under the direction of the Executive Director the Project Manager will be responsible for managing projects for the organization including in full support of the Wooruwi Business Program. The Project Manager will assist with process management overall with the organization and support the work across all teams. Excellent opportunity to gain community experience & expertise. There is a continuous need for project management and expert guidance for organization, time management, communication, consistency, and accountability as we serve our communities in the best manner possible.

Duties and Responsibilities

1. Research for all projects; events, systems, administrative support to further the business program.
2. Assist with fundraising efforts.
3. Support development of a project plan and understand how to implement plan in a timely manner.
4. Create strong communication and accountable systems for all teams to work together.
5. Create and monitor project and program budget expenditures.
6. Work with all team members and management to implement and deploy projects within designated timelines.
7. Help plan marketing projects, data collection, and coordination of events.
8. Plan and coordinate community surveying and outreach.
9. Fulfill grant funding business program through development, implementation, and follow-up to ensure success.
10. Perform other duties as assigned by supervisor.

Required Skills and Abilities

- Excellent oral communication skills, be interpersonal, and be extremely organized
- Project management tools, skills, resources, communication and technological skills to support multiple projects
- Excellent Team player and must thrive successfully supporting and maintaining a team work environment
- Ability to maintain confidentiality, follows directions and procedures, and work in a professional manner at all times
- Ability to read and follow policies and procedures and maintain internal controls.
- Ability to adapt in order to present and disseminate information in an easily understandable manner to individuals at various educational levels.
- Proficiency in the use of Microsoft Outlook, Microsoft Excel, Microsoft Office, and database file systems
- Position will require travel, including local and overnight, flexibility in work hours to accommodate event needs, occasionally nights or weekends, and reliable transportation to perform job duties
- Must be self-motivated; be able to work independently, and to positively motivate others
- Excellent organizational, time management and planning skills including calendar management and goal setting processes. Problem solving and critical thinking skills
- Willingness to accept new challenges and opportunities

Minimum Qualifications (Required Knowledge & Experience)

- Significant experience in project management required-minimum two years preferred.
- Organized with the ability to handle multiple tasks and projects simultaneously.
- No misdemeanor involving dishonesty or breach of public trust.
- Willingness to comply with FNCFs drug testing policy.
- Valid driver's license, and proof of valid insurance.

Benefits

- Office hours: Monday-Friday, 8am-4:30pm, with flexibility as needed for event & event travel
- Remote hybrid is possible for the right candidate
- Short-term & long-term disability
- Life Insurance
- Possible travel opportunities to network & build your knowledge base

To Apply: Please send resume and completed applications to FNCF@ho-chunk.com or Stephanie.Clark@ho-chunk.com. For more information check our website at firstnationsfinancial.org.