



Job Description of Project Manager

Position Title: Project Manager
Education: Bachelor's Degree
Location: Brooklyn, New York
Employment Type: Full-time
Report to: Chief Development Officer

The Campaign Against Hunger (TCAH) is one of the largest and most robust anti-hunger advocates in New York City. TCAH's mission is to empower its neighbors to lead healthier, more productive, and self-sufficient lives by increasing their access to nutritious food and related resources. It has an annual budget of \$25 million (\$15 million in in-kind donations), 78 staff, and is looking to expand its dynamic team.

Position Summary: The Project Manager is a new cross-functional position that will collaborate closely with the Chief Development Officer and TCAH's leadership to execute effective organizational operations in project and proposal management. The incumbent will work with development partners, staff, and other stakeholders in project planning, design, and implementation. The ideal candidate has an unwavering commitment to TCAH's hunger relief and food justice mission, strong project management skills, research and analytical skills, and a proven ability to organize and manage multiple ongoing projects.

TASKS AND RESPONSIBILITIES

Project and proposal management – 90%

Objective: Manage the overall project and proposal operations for the agency:

- With little or no supervision, lead, manage, and coordinate all activities required for successful proposal development and execution
- Research, drafting, and document preparation of Requests for Information (RFI), Requests for Qualifications (RFQ), and Requests for Proposals (RFP) and unsolicited proposals to partners and prospects
- Guide senior staff in developing project win strategies
- Develop bid response materials, including qualification packages (update marketing database materials such as project descriptions, technical write-ups, team resumes, project sheets, graphics)
- Lead communications and content collection with teaming partners and subcontractors, ensuring the accuracy of documents for timely proposal submission
- Write or edit content for nontechnical sections, including interviewing subject matter experts and tailoring project description content
- Prepare presentations and develop a strategy for project interviews
- Coordinate development and production of materials and graphics from internal and external parties for proposal and report presentation
- Write and update boilerplate information and project descriptions



- Manage assigned proposals, completing them on time and within budget
- Coordinate all production and submission of proposal packages as required (this includes both physical and digital submissions through vendor & supplier portals)
- Complete all the necessary proposal closeout activities, including proper electronic filing, updating certifications, adding new contacts to our CRM, and monitoring the proposal's status
- Manage and continually enhance the content library of RFP collateral and responses for successful proposal development and execution (including bios, resumes, certifications, case studies, etc.)

Administrative Support and Special Projects - 10%

Objective: Work alongside the executive team, consultants, and staff to execute special projects and events.

PERSONAL AND PROFESSIONAL CHARACTERISTICS

- Passionate about the organizational mission to alleviate hunger and advance food justice
- 2– 3 years of progressive project management experience or comparable experience
- Direct, articulate, and succinct communication style
- Mastery of organizational skills, including management of multiple tasks and deadlines
- A keen eye for detail/copyediting and proofing, and ability to understand and leverage branding
- Creativity and innovative thinking about project and proposal win strategy
- Great interpersonal skills, with an appetite for participation in community and fundraising
- Self-motivated and proactive in identifying problems and developing recommended solutions
- Fluency in MS Office (Word, PowerPoint, Excel, Outlook) and proficiency with CRM and project management databases and proposal resources files

Education Requirements:

Bachelor's Degree in Business Administration, Accounting, Project Management or a related field

The above describes the essential job functions, the general supplemental functions, and the essential requirements for the job's performance. It is not to be construed as an exhaustive statement of all the job functions.

Salary is competitive and based on experience. Please send a cover letter and resume to hr@tcahnyc.org.