



Position Title: Project Manager: Major Investments

Reports To: Community Services Project Manager

Salary: \$40,000 + benefits

Position Summary: The Open Media Foundation seeks a full-time Project Manager to work with OMF's Executive Director on Major Gift/Major Grant Solicitation, including grants, sponsorships and donors exceeding \$25,000/year. Primary responsibilities include project management, coordination, communications, and support for the OMF Executive Director, while working closely with Staff and Committee members to help develop and cultivate relationships with major supporters pivotal to the future of the Open Media Foundation. Top candidates will have a passion for the mission of OMF and proven project management/coordination skills. Major Gift Solicitation experience preferred

Organization: The Open Media Foundation is a nonprofit organization, providing communications services, training and tools to individuals, nonprofits, and governments. Like a PR firm or Ad Agency, OMF offers professional video production, web development and branding services, exclusively for nonprofits and governments, with a matching grant that covers up to half the costs. For people who want to make their own media, we teach a wide range of classes from audio recording to video editing. Finally, OMF provides high-end equipment, facilities, and web and tv distribution (via DOM, Denver's Public Access TV & Radio Stations) so everyone has access to the tools they need to make and spread their own media.

Responsibilities

- Develop and manage workplans for special projects, coordinating with OMF Staff and Committees.
- Build partnerships through outreach to community (For example, Radio Station launch requires soliciting partnership/support from at least 100 local bands)
- Identify and coordinate partnership and sponsorship proposals and contracts

Desired Qualities: The following qualities of our applicants are a higher priority than any specific skills or experience.

- A high level of organizational skills and integrity to make clear agreements/commitments and follow-through
- Passionate and driven to support community media
- Works well as part of a team - team player

- Self-directed: Takes initiative in managing special projects
- Ideal candidates will be a self-starter with strong organizational and leadership qualities
- Creative and Organized: the successful applicant will bring a mix of creative and organizational skills, the type of person who can develop Agendas, manage meetings, and efficiently facilitate conversations to focus on the most relevant goals and tasks.
- We seek individuals with a uniquely direct and honest communication style

Desired Skills:

- Strong organization, prioritization and time-management skills
- Data competent: an understanding of data segmentation and how to apply data insight creatively
- Written and Verbal communications: effective presentation skills are a must
- Problem solving and analytical skills

To Apply: This is an immediate hire full-time position. Local candidates are encouraged to apply, and out of area candidates will be considered who can relocate immediately without relocation assistance.

Please submit the following materials to be considered:

- Cover letter summarizing why working with OMF in this position is right for you
- Current resume

Please email both documents to careers@openmediafoundation.org. The subject line of your email should read: "Project Manager, Major Investments". Please, no phone calls, snail mail, personal hand deliveries or fax submissions - we strive to be paperless.

References: A final step in the hiring process is for candidates to arrange personal reference calls with former supervisors and others we may choose from your work history.

Embracing diversity is a core value of the Open Media Foundation. We encourage individuals with diverse backgrounds, age, economic circumstance, ethnicity, gender expression, marital status, national origin, religion, and sexual orientation to apply.