

Los Angeles Mission, Inc.

Job Description

Job Title: Organizational Development Project Manager
Department: Development
Reports To: VP of Marketing and Media Relations
FLSA Status: Regular, Full Time, Exempt
Prepared By: Human Resources Department
Revised Date: June 2021

SUMMARY:

Demonstrates Christ-like behavior and attitude in all duties and responsibilities. The Organizational Development Project Manager is responsible for researching, proposing, developing, and/or managing a wide range of projects and special initiatives to help support the strategic growth and capacity building of the Los Angeles Mission within the Development department through community engagement and public relations. They are expected to recommend and/or carry out initiatives that facilitates sustainable organizational growth supporting the strategic plan of the Los Angeles Mission. This person is both an adaptable strategic thinker and a hands-on project management specialist interfacing with multiple community stakeholders. This role will be a contributing voice for external communications focused on helping the Development team create and meet community engagement goals and strategies and assisting with drafting and refining organization-wide messages. This role contributes to the continuation of a positive, spiritual, and engaging culture of growth at the Los Angeles Mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

PUBLIC RELATIONS AND COMMUNITY ENGAGEMENT

- Provide internal project management support to grow community engagement initiatives that benefit the Los Angeles Mission through the Los Angeles Mission Arts Council.
 - Research and identify opportunities for growth and funding.
 - Manage and develop the Los Angeles Mission Arts Council Internship program, Speaker's Board, and Alumni Council
 - Provide support to skilled volunteers serving on the Los Angeles Mission Arts Council to help integrate their skills to support Development initiatives.
- Provide copywriting and creative development of content for the Los Angeles Mission Blog, LAM Social Media Channels, and other multi-media content.
 - Obtain and evaluate relevant data, information, and perspectives from subject matter experts, interest groups, faith-based organizations, community partners and / or governmental agencies.
 - Identify opportunities to amplify the work of the Los Angeles Mission to relevant networks.
- Assist in the development and coordination of educational materials, trainings, and public events with internal leadership, partner agencies, and other stakeholders.

- o Lead initiatives and processes that include policy analysis and the creation of content suitable for both internal and external audiences across a broad range of topics.
- Liaise with VP of Marketing and Media Relations and VP of Programs and Community Partnerships to more deeply engage community partners to invest and develop resources and opportunities to support the Los Angeles Mission.
 - o Collaborate on the strategic development of programs and activities that align with Los Angeles Mission's community engagement strategy.
 - o Act as point of contact for LAM departments on initiatives that support their growth and programs development.
 - o Participate in a variety of committees and task forces; attend and participate in professional group meetings; stay informed about new trends and innovations in the field of homeless services, college and workforce development, faith-based organizations, and community outreach throughout Los Angeles County.
 - o Provide support and research for meetings with local planning groups, coalitions, neighborhood councils, business community, and other community stakeholders.

DEVELOPMENT PROJECT MANAGEMENT

- Coordinate the development, delivery, and evaluation of an array of special projects and programs, including community engagement initiatives that support the strategic growth of the Los Angeles Mission.
 - o Coordinate, facilitate and/or participate in internal and external activities that focus on integration and enhancement of services and systems.
 - o Actively helps research, guide, and support initiatives to pursue funding, grants & additional investment for Los Angeles Mission programs.
 - o Interface and collaborate with Development Operations Analyst to optimize communication and relational processes across the Los Angeles Mission.
 - o Provide support to the VP of Marketing and Media Relations on special projects and research requests as needed.

RESEARCH AND RESOURCE DEVELOPMENT

- Perform research and develop resources, as needed, in support of Los Angeles Mission initiatives.
 - o Collaborate with Grant Writer to develop funding sources that benefit community engagement programs.
- Prepares periodic reports for Executive Leadership Team and Board that highlight the progress and development of special initiatives, as requested.
- Stewards and maintains good long-term relationships with donors and community outreach partners within scope of interactions.
- Assist the Development Department in understanding your area of LAM operations to create meaningful and accurate requests for funding that are consistent with your annual budget.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- A track record of success in developing and executing programs in a complex, multi-layered, multi-location, and intellectually charged work environment.
- Broad knowledge of Los Angeles County resources and special initiative areas such as youth engagement, homelessness, re-entry, permanent supportive housing, social enterprise, and college and workforce development.
- A hands-on advocate who can build trust and credibility with multiple stakeholder groups.
- An experienced and effective researcher and communicator (oral and written) with superb organizational and interpersonal skills.
- High-energy, positive, "can-do" attitude, flexibility, teamwork skills, and attention to detail; must have high degree of initiative and willingness to navigate new situations; experience ensuring institutional alignment.
- Ability to work well under pressure and handle multiple projects efficiently, stay organized, and effectively meet deadlines in continually changing environment.
- A highly agile, self-motivated team player.
- Well-versed in a broad range of functions and a desire to contribute broadly to the culture of the Los Angeles Mission.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree (B.A.) or equivalent plus 5 years related experience or equivalent combination of education and experience.

TECHNOLOGY SKILLS:

Computer literacy is required. Must be able to operate Microsoft Office, Power B.I., social media and internet-based applications with ease. Working knowledge of online collaborative project management software (Slack/ Basecamp), HMIS / Client Management Software, and Raiser's Edge NXT. Other business software may be deployed related to job functions.

SOCIAL MEDIA:

Ability to use Facebook, Twitter, and other special media.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, policies, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of contributors or employees of organizations. Bi-lingual, English/Spanish, preferred.

MATHEMATICAL SKILLS:

Basic business math skills required. Ability to perform operations using weight measurement, volume, and distance.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.
Ability to conduct research

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission Street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled.
Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, talk, and /or hear. The employee is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, color vision and peripheral vision. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions; typically, comfortable allowing for both air-conditioning and heating. Noise level low to moderate. While performing the duties of this job, the employee may be exposed to carriers of contagious diseases. The employee may have to deal with irate and irrational clients who may or may not be under the influence of mind-altering substances, such as cocaine, marijuana, alcohol, etc.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand, or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date