



Special Projects Manager Job Description

The Special Projects Manager is responsible for supporting the Chief of Staff with administrative and operational support for NSFA through fundraising support, grant management, event management, and other special projects for NSFA.

Overall Responsibilities

The Special Projects Manager is responsible for:

- Event Planning
- Facilitating individual projects that meet assigned goals or objectives of NSFA
- Coordinate workflows
- Organize projects
- Track project progress
- Manage grants and fundraising
- Increase and maintain partnership opportunities
- Support planning and preparation of team meetings and retreats
- Support planning and preparation of NSFA Annual Conference and other organization-wide events including day to day meetings (setting up conference rooms, arranging catering services, and hiring speakers for events)
- Submit reports to grantors
- Manage reporting from grantees
- Conduct research as needed for projects and programs
- Coordinate activities with outside vendors and contractors to ensure all tasks are completed

Monthly Duties

- Project updates and tracking

Quarterly Duties

- CSP Grant Quarterly Report Assistance

Annual Duties

- NSFA Annual Conference
- Board Retreat
- Executive Leadership Retreat



Skills Preferred

- Experience coordinating large-scale events
- Strong organizational skills
- Ability to identify goals and strategies to achieve those goals
- Adept at communication
- Creative problem solving
- Self-starter
- Microsoft Office and Google Suite competent
- Flexible with change
- Attention to detail

Compensation

This is a full-time position with full benefits and compensation commensurate with experience. The Special Projects Manager will report to and train with the Chief of Staff.

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