

Maximizing Excellence, LLC Project Specialist

Job Title: Project Specialist

Hours: 40/week

Start Date: open until filled/as soon as possible

Location: In office – 101 N Main Ave., Suite 310 SFSD

Summary:

Maximizing Excellence's Project Specialist is responsible for working alongside staff on client projects, managing project goals and timelines, and contributing to staff's objectives. Project types include customized research projects, feasibility studies, strategic planning, and campaign management.

Project Specialist responsibilities include, but are not limited to, the following:

- Assist consultants in the coordination and execution of projects.
- Manage and monitor project phases and deliverables to ensure projects adhere to timelines and run smoothly internally and externally. Regularly report on progress to leadership.
- Develop research tools, such as surveys and interview guides, to accomplish project objectives.
- Participate in data collection activities, including compiling, analyzing, and presenting quantitative and qualitative data.
- Document and summarize meeting content.
- Prepare professional project reports detailing key activities and outcomes.
- Prepare materials for client meetings and presentations.
- Engage in client relations and stewardship to provide an exemplary client experience, including the ability to facilitate client meetings under the direction of the project consultant.
- Contribute to and implement business development strategies, including but not limited to social media, newsletter, and website content.

Project Specialist requirements:

- Strong applicants will have such experience related to the project types listed above.
- A bachelor's degree in a related field (Business, Marketing, Social Work, Leadership and Management of Nonprofits) is heavily weighted.
- Passion and experience working with nonprofits is desired.
- Prior experience as a project specialist, project manager, or similar position is preferred.
- Applicants are expected to be proficient in Microsoft Office. Ideal applicants would also be familiar with Survey Monkey and Mail Chimp.

Maximizing Excellence, LLC Project Specialist

Successful applicants enjoy working independently as part of achieving project and company goals. Other qualifications are as follows:

- Detail and deadline oriented.
- Trustworthy with confidential information.
- Excellent verbal and written communication skills.
- Has a strategic view of how individual work affects overall business success.
- Analytical and problem-solving skills, including the ability to organize and analyze data.
- Ability to manage focus and attention on many projects at the same time and anticipate future project needs.

Perks & Benefits:

- Competitive Annual Salary
- Performance raises
- Health Benefits
- Flexible Work Schedule
- Downtown HQ

Interested candidates can send a cover letter and resume by December 1 to:

Rika Peterson

Maximizing Excellence, LLC

101 N Main Ave #310 | Sioux Falls, SD 57104

rika@maximizingexcellence.org | (605) 271-9970