

Job Title: Project Specialist

Hours: 40/week

Start Date: open until filled/as soon as possible

Location: 200 N. Phillips Avenue #101 – Commerce Center – Sioux Falls, South Dakota

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:

Project/Client Support

- 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.
- Develop, coordinate, and implement tasks related to specific client projects.
- Prepare documentation and materials for meetings, trainings, and presentations.
- Document and summarize meeting content.
- Prepare professional project reports detailing key activities and outcomes.
- Engage in client relations and stewardship to provide exemplary client experience, including the ability to facilitate client meetings under the direction of the project consultant.

Data Driven Activities

- Conduct quantitative and qualitative research related to client projects.
- Participate in data collection activities, including collecting, compiling, and analyzing quantitative and qualitative data.
- Identify and mine reliable internal and external data sources.
- Develop research tools, such as surveys, focus groups, and interview guides, to collect key insights.
- Transform data into clear, visually compelling reports and presentations that detail findings, recommendations, and solutions.
- Communicate findings effectively to inform data-driven decisions.

Necessary Skills and Qualifications

- Bachelor's degree in a related field with a minimum of 2 years' experience in comparable roles.
- Proficient in online survey programs, Microsoft Office (particularly Excel), and other data collection and compilation resources.
- Familiarity with statistical and data mining techniques.
- Skilled at quantitative and qualitative data compilation and analysis.
- Proficient technical writing skills
- Strong problem-solving skills.

Preferred Qualifications

- Experience working in or with nonprofits.
- Well-versed in qualitative data.
- Experience with fundraising and/or experience with donor management software.
- Project management experience.
- Professional certifications.

Successful applicants enjoy working independently as part of achieving project and company goals and have the following characteristics:

- Detail and deadline oriented.
- Trustworthy with confidential information.
- Excellent verbal and written communication skills.
- Analytical and problem-solving skills.
- Ability to manage focus and attention on many projects at the same time and anticipate future project needs.

Interested candidates can send a cover letter and resume by January 10 to:

Debbie Tellinghuisen
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