

Job Description – Special Projects Manager

Location: Roca Chelsea

FLSA Classification: Exempt

Organizational Overview

Roca relentlessly proves that young adults at critical risk, who are not ready for change, can in fact build the skills needed to live safe and hopeful lives. For the past 30 years, Roca has been working with thousands of young people in Massachusetts, helping them disrupt the cycle of poverty and incarceration, leave the streets, and go to work. Roca works each year with over 1,000 very high-risk young men and young mothers at the ages of 16 to 24, using a unique four-year intervention model focused on behavior change and skill building. The organization is headquartered in Chelsea, MA, serving 21 communities out of its five sites in Chelsea, Boston, Springfield, Lynn, and Holyoke, MA; a new site Baltimore, MD is expected to open in Summer 2018.

Position Overview

This new position, reporting to the Director of Strategic Initiatives & External Affairs, was created to work with the Director on a range of organizational, fundraising, and communications projects. The work will include: writing; project management, including key elements of Roca's 30th Anniversary Campaign; assistance with research on specific topics; assistance with external affairs; and work in development. We are looking for a high energy person with excellent writing skills, ability to manage details, and a desire to learn a range of skills and help the organization as it transitions into the next 30 years!

Responsibilities

- Work with the team on written pieces for fundraising, communications, and key events, as well as key research pieces, major reports, public relations, documents, business plans, and position papers.
- Project management on Roca's 30th Anniversary Campaign to raise \$30 million dollars and visibility of the issues facing the young people we serve.
- Project management for events: fundraising, education, celebration, etc.
- Work with the team to manage the organization's full implementation and use of donor tracking, including tracking relationships, wealth screening and potentially grants management.
- Provide administrative structure and support to the Director of Strategic Initiatives & External Affairs, the Development Team, and the CEO on special projects.
- Work with the group above on the development, project management and implementation of special projects, e.g. researching a specific topic, understanding the field we operate in, etc.
- Participate with the Director and the Development Team on projects and work as appropriate.
- Learn about, understand, write about and speak about all aspects of the organization.
- Perform other duties as assigned by the Director of Strategic Initiatives and External Affairs

Qualifications

The very nature of Roca's work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is a good fit both personally and professionally for the culture of Roca and will understand, practice and promote the vision, mission, values, methods, and models of Roca.

Roca expects candidates to have the following skills:

- MA preferred/ BA and equivalent experience considered.
- Computer skills: MS Word and Excel a must. Preference given to candidate(s) with media experience.
- Impeccable integrity, judgement, and discretion along with a professional demeanor and interpersonal style that elicits trust from leadership, staff and partners. Must be a proficient and diplomatic communicator.
- A professional and resourceful style; the ability to manage multiple tasks and projects at the same time, managing a heavy workload.
- Strong project management skills; highly organized and detail-oriented.
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Must have a valid driver's license.
- Commitment to and understanding of Roca's Mission, Vision and Core Values.

In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in coaching and supporting coworkers. Bilingual (English/Spanish) is preferred but not required.