

NEITHERCUT PHILANTHROPY ADVISORS

Position Description ► PROJECT MANAGER

Position Description: The Project Manager is responsible for implementing projects that support the firm's business development and the delivery of its professional services.

Company: Neithercut Philanthropy Advisors (NPA) manages the philanthropic affairs for a select group of families and we advise foundations on how to engage in effective, rewarding philanthropy. In short, we help successful families become successful philanthropists. Our clients are family foundations, charitable individuals, and professional advisors. Learn more at: www.neithercutphilanthropy.com

PRIMARY DUTIES

- ▶ Work with the firm's President to conceive, develop and implement new services and products for clients.
- ▶ Support the firm's service delivery.
- ▶ Conduct research and analysis required to support clients' philanthropic and charitable giving.
- ▶ Review grant applications and write summaries of grant applications.
- ▶ Develop and manage database systems and other processes that support the firm's work with its clients.

MINIMUM QUALIFICATIONS

- ▶ Bachelor's degree in a related field.
- ▶ Three years of experience working in nonprofit or related field.
- ▶ Very professional in appearance and demeanor.
- ▶ Interest in working in an industry focused on "giving back" and solving social problems.
- ▶ Excellent written and verbal communication skills, math and organizational skills, and time management prowess.
- ▶ Interest in being part of a growing, entrepreneurial firm.
- ▶ Keen attention to detail and organization.
- ▶ Must employ good judgment, diplomacy, discretion, and tact.
- ▶ Ability to thrive in a fast-paced environment of changing priorities and competing deadlines.
- ▶ Ability to interact with a broad range of people with diverse backgrounds and possess an excellent client service attitude.
- ▶ High degree of proficiency with computers including the full MS Office suite (Word, Excel, Outlook, and PowerPoint).
- ▶ Proficiency in social media.
- ▶ Strong analytic writing.



Location: Stroh River Place in downtown Detroit. Secure covered parking is provided.

Hours: Work hours can be flexible, but are normally 8:30 am to 5:00 pm. After-hours work is occasionally required to ensure that the firm is able to deliver work products to clients on time.

Salary: A comprehensive, competitive compensation package will be provided. This is a full-time position. An attractive benefits package will be provided.

To Apply: Please submit cover letter and resume to info@neithercutphilanthropy.com. This search will remain open until the position is filled. To receive full consideration, please submit by November 30. Please no phone calls. Finalists for the position will be required to undergo a background check and an assessment of work styles (See www.Kolbe.com). If you prefer, you may mail an application to:

Neithercut Philanthropy Advisors
Attn: Project Manager Search
300 River Place, Suite 5000
Detroit, MI 48207

An Equal Opportunity Employer

October 15, 2015

