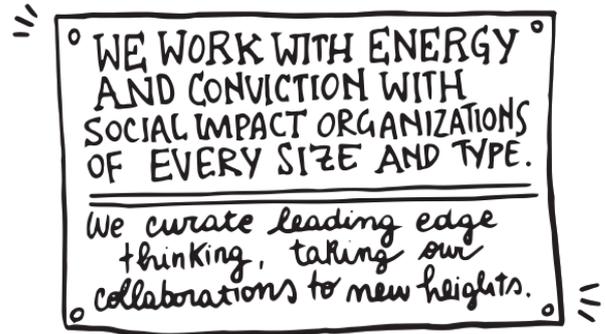


Title: Project Manager  
Hours: 2 DPW, for a 3-month initial contract with the possibility for extension  
Reports to: Director of Strategy and Reach  
Based: London UK, however remote working options considered (with some international travel required)

## Background

At Resource Alliance, we're building something that hasn't been built before! We're committed to supporting social change by inspiring collaboration and innovation within the social impact sector. If you want to challenge yourself, work hard and make a real difference in the world, we might just have the project for you!

[The Resource Alliance](#) was formed in 1981 to become the steward, strategist and creative force behind the IFC — the world's largest, most diverse conference of fundraisers. Today, with the help of regional partners and hundreds of volunteers, the Resource Alliance curates and delivers an integrated series of global conferences, local immersion experiences, and online knowledge exchange platforms that are raising the skills and enhancing collaboration of non-profits and social impact organisations of every size and type around the world. The Resource Alliance has an ambitious agenda to serve as a social impact accelerator for organisations that are committed to building a more just, equitable and sustainable world. [Read our Manifesto.](#)



This is an exciting time for the Resource Alliance as we develop our Global Changemaker Community platform, a feature-rich, online space for our community to connect. Providing a cohesive always-on environment for them to share, interact, access resources, provide feedback, collaborate and converse. The Project Manager role will be an integral part of this important project. As you can tell we are pretty excited about this and the opportunity to support the wider social impact sector!

## Your role

The role of Project Manager will be a key part of the Resource Alliance team committed to creating a product like no other! We are looking for individuals who not only have a great understanding of the social impact sector but who are looking to come into an organisation and really make a difference.

As the Project Manager, you will help form the vision, roadmap, and goals for the Global Changemaker Community Platform, to plan, build and launch a high-quality product experience for our community.

You will need to have the technical understanding to talk shop and work closely with developers and designers to deliver this project and product features in a timely and cost-effective manner. You will work with the team to finalise product specifications, acceptance criteria and manage project execution and delivery. Based on the nature of the projects you will act as a project manager so experience in different management methodologies is essential.

## Main responsibilities

- Activity and resource planning
- Assessing and managing project specific risks
- Co-ordinating work flows and time management; ensuring that the project is running on time and to budget
- Stakeholder management is a critical component to the successful delivery of this project. This role will need to, identify, recognise and acknowledge key stakeholder groups; determine their influence and interest; establish a communication management plan with each and be sure to engage throughout.
- Making sure the project delivers the expected outcomes and benefits

- Dealing with changes to the project as and when necessary
- Monitoring progress and providing advancement reports
- Overseeing the onsite launch activities to ensure they are well planned and executed to a high standard

## Essential skills

- A deep knowledge of the range and capabilities of modern web technologies
- Strong project management skills gained in an agile, digital environment
- Good interpersonal and communications skills
- Experience in managing mobile, web application development projects as well as delivering community solutions
- Demonstrable ability to lead teams and work cross-functionally in a highly collaborative environment
- Quality driven approach, with strong stakeholder management skills
- Subscriptions / membership experience preferred
- Understanding of the social impact landscape
- Budget management
- Experience working with global stakeholders – the ability to adapt, manage, and interpret inputs from diverse stakeholder groups. As well as ensuring the right mix of cohesion and diversity in order to achieve both innovation and operational efficiencies
- Able to seamlessly adapt to new challenges
- Problem solving
- At some point this resource needs to prove ambition and can-do attitude.

Extra dose of awesome if you have...

- Proficiency in multiple languages
- Familiarity with similar projects

## Resource Alliance team members will consistently demonstrate the following

- Commitment to fulfil the mission of the Resource Alliance and uphold the organisations values
- Continuous learning by engaging in reflection, self-assessment, and individual professional development
- Use of data to inform decisions and drive continuous improvement
- Ability to thrive as a member of a collaborative team
- Self-motivation and initiative with solutions-oriented disposition
- Excellent oral and written communication skills
- Comfort with Microsoft Office applications and a curiosity and propensity to push own adoption of new technology and approaches
- Passion for excellence
- Creative thinker with a desire to overcome challenges with a flexible and solution-focused approach  
Independent, self-motivated, and goal oriented

## To Apply

Please submit your CV and a cover letter addressing the unique contribution you could make to this role and the Resource Alliance. All applicants should send their materials to Nyree Woolston, Head of People, Systems and Culture via email at [nyree@resource-alliance.org](mailto:nyree@resource-alliance.org) no later than 19 August 2019. Please include the job title you are applying for in the email subject line.

We look forward to hearing from you!