



Administrative Project Manager

JOB SUMMARY

HOPE585 is a relationship-centered community where marginalized youth and their families can hope, heal, and thrive. We envision a restored community where they move from systemic trauma to a place of power and belonging.

The Administrative Project Manager provides high-level administrative, operational, development, and board support to keep HOPE585 running smoothly and efficiently. This role manages and coordinates cross-departmental projects, strengthens organizational systems, and ensures timely execution of key initiatives that support staff, mentors, youth, families, and community partners. The Administrative Project Manager works closely with the Executive Director, Director of Operations, Finance Dept., and other key stakeholders.

ESSENTIAL FUNCTIONS

Administrative & Operational Support – 40%

- Provide comprehensive administrative support to the Executive Director and Director of Operations, including project planning, scheduling, calendar coordination, and preparation of meeting materials.
- Coordinate logistics for internal meetings, trainings, staff gatherings, and special projects.
- Maintain organized and up-to-date electronic and physical filing systems.
- Coordinate office equipment maintenance, vendor relationships, and supply inventory.
- Support general office operations and ensure efficient day-to-day functionality.
- Manage timelines, task lists, and workflow tracking to support organizational priorities.

Board & Governance Support – 20%

- Maintain EasyBoard by uploading agendas, minutes, policies, reports, and other documentation according to established deadlines.
- Use EasyBoard to send meeting reminders and communications to Board and committee members.
- Record accurate Board and committee minutes and distribute them in a timely manner.
- Manage governance-related project timelines, including policy updates, onboarding materials, and annual planning needs.
- Ensure Board documentation is complete, organized, and easily accessible to leadership.

Development & Donor Support – 20%

- Receive all incoming checks and code them accurately into Bloomerang.
- Maintain the Bloomerang donor database, ensuring accuracy of donor profiles, donation entries, and reports.



- Support the Finance Coordinator by managing timelines for donor acknowledgements, receipts, and stewardship tasks.
- Assist with donor correspondence, mailing projects, donor lists, and development-related project tracking.
- Support seasonal and ongoing development initiatives through coordinated project workflows.

Finance Support & Cross-Training – 10%

- Serve as the backup to the Finance Coordinator by becoming fully cross-trained in core finance tasks such as invoice coding, documentation management, and routine finance workflows.
- Assist with financial organization such as file maintenance, audit preparation tasks, and SOP adherence.
- Maintain alignment with established financial procedures while supporting continuity during absences or extended leave.
- Track finance-related timelines and deliverables to ensure consistent workflow execution.

Data, Communications & Event Support – 10%

- Maintain and update organizational databases, shared drives, and operational tracking tools.
- Assist with monthly newsletters, communications, and graphic design tasks using Canva or similar platforms.
- Provide administrative and logistical project support for the annual Legacy of Hope (LOH) fundraiser, including ticket/guest tracking, sponsor coordination, registration workflow, data entry, and post-event acknowledgement processes.
- Support agency-wide events by assisting with project plans, timelines, communications, and coordination.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Strong project coordination and task-management skills with the ability to move initiatives from planning through execution.
- Strong organization skills and high attention to detail.
- Excellent written and verbal communication abilities.
- Ability to collaborate with diverse staff, youth, families, volunteers, donors, and community partners.
- Proficiency in Microsoft Office 365 and comfort with databases and digital platforms.
- Ability to build trusting relationships and maintain confidentiality.
- Commitment to learning, growth, and understanding families impacted by foster care and trauma.
- Ability to manage multiple priorities, meet deadlines, track progress, and adapt to evolving needs.

OTHER DUTIES

- Demonstrate cultural competence and sensitivity when engaging with youth, families, donors, volunteers,



and partners.

- Build and maintain strong working relationships with staff, mentors, and community stakeholders.
- Identify opportunities for improved systems, efficiency, and communication flow.
- Attend required trainings, staff meetings, and events, including evenings and weekends when needed.
- Perform additional duties as assigned.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

REQUIRED CERTIFICATIONS / EXPERIENCE

- Bachelor's degree in business administration, nonprofit management, human services, or a related field (or equivalent professional experience).
- 3–5 years of administrative, project management, nonprofit operations, development support, or similar experience.
- Experience with donor databases, finance support, and/or event coordination preferred.

HOPE585 COMPETENCIES

- Exceptional Leadership Qualities
- Action Oriented
- Detail Oriented
- Ethics & Values
- Integrity & Trust
- Interpersonal Savvy
- Peer Relationships
- Self-Knowledge
- Strong Values

JOB TITLE: Administrative Project Manager

REPORTS TO: Director of Operations

FLSA STATUS: Exempt Non-Exempt

PAY RANGE: \$22.00 - \$25.00

TYPICAL SCHEDULE: Monday–Friday, 8:30 AM–4:30 PM (some evenings/weekends as needed)