

Discoveries of Hope (DoH) Foundation

As a Los Angeles based 501 (c) 3 non-profit organization, our mission is to provide and promote charitable giving through various recognized public charities in support of their core mission and initiatives. We are committed to providing business assistance to non-profit organizations that promote the growth of healthy communities with an emphasis on education, economic development, health, and wellness.

DoH assists numerous non-profits who have a considerable responsibility to deliver programs that make a difference in communities and have a social impact in society. Our organization manages fundraising events and programs that allow for community job placement and economic growth through local and foreign investment opportunities.

Project Manager

Length of Assignment: TBD

Hours Per Week: TBD

Salary: TBD

The role of the Project Manager is to effectively, consistently, and seamlessly deliver innovative meetings and events that add to the success of the organization.

Duties include acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. A successful Project Manager will be equipped to plan, execute, and finalize projects according to strict deadlines and within budget as well as define the project's objectives and oversee quality control throughout its life cycle.

Duties and Responsibilities (not limited to):

- Define project scope, goals and deliverables that support business goals in collaboration with the Executive Director
- Ability to prioritize projects and report status and progress on assigned responsibilities
- Successfully participates and is involved in the management of project financials targets and goals
- Perform accounting duties including the examination, analysis, maintenance, reconciliation and verification of project expenses
- Collects data on direct, indirect, and overhead costs by project
- Works with Accountant to prepare a variety of detailed accounting, statistical, and narrative financial statements and reports
- Prepare and manage initial and final budget for meetings and events (i.e., rooms, food, equipment, outside speakers, etc.)
- Draft and submit budget proposals for events and recommend subsequent budget changes where necessary
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans
- Review contracts to ensure project timelines, terms and conditions are acceptable and meet the organizations guidelines
- Make recommendations and determine preliminary costs regarding location, budgeting and logistics of meeting, and events
- Occasional lead planner and financial advisor on meetings and events
- Define project success criteria and disseminate them to involved parties throughout project life cycle
- Direct and manage project development, organization and timelines from beginning to end
- Develop full-scale project plans and associated communications documents with defined timelines
- Effectively set, communicate and continually manager project expectations to team members in a timely and clear fashion
- Provide input for the estimated resources and participants needed to achieve project goals with financial projections

Skills and Abilities:

- Must be able to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Ability to develop best practices and tools for project execution and management
- Ability to prioritize, organize, manage and track multiple tasks and ensure financial adherence
- React to project adjustments and alterations promptly and efficiently; keeps projects within financial budget
- Proactive problem solver and ability to make appropriate recommendations and meet deadlines
- Plan, schedule and track project timelines and milestones using appropriate tools
- Ability to work with high degree of intensity and follow through
- Must be strong team player and possess a great attitude
- Ability to communicate across all levels of the organization
- Experience at working both independently and in a team-oriented, collaborative environment is essential

To Apply: Complete the online employment Application and send resume to careers@discoveriesofhope.org or fax to

866.647.9696