



SPIN[®]USA, Inc. is a national non-profit training institute that strengthens practice and programs and facilitates systems change in schools and child welfare institutions. We provide coaching and training at the executive, supervisory and direct service levels to strengthen leadership, programs, services and professional practice so that outcomes for children and families improve.

PROJECT MANAGER/ASSISTANT TO THE PRESIDENT/CEO

(40 hrs/wk with good benefits & some flexibility to set schedule)

Application Deadline – April 30, 2011.

This is an exciting position for highly motivated candidates (recent graduates encouraged to apply - advanced degree preferred, BAs will be considered) who are interested in a career in non-profit leadership. This position provides the opportunity to develop wide-ranging, highly transferable skills in every aspect of non-profit leadership and management and is an excellent launching pad for a mid-senior level position in any organization.

As a small, entrepreneurial agency, we are able to offer the right candidate this unique opportunity to become steeped in all aspects of non-profit management, from project development, implementation and financial modeling, to marketing, grant writing, board relations, fiscal management, project management, and strategic planning. The person in this position participates in our strategic planning/decision-making, is encouraged to develop skills in areas of his or her own special interest, and is expected to make a *real, demonstrable* impact on our organization. We are a close-knit team genuinely committed to the personal and professional growth of every member.

As a member of our leadership team, this position reports directly to the President/CEO, has a window onto and hands-on experience with all facets of the Institute's work, and supervises one part-time administrative assistant.

“It is difficult to imagine a position that could have provided me with better mentoring and greater opportunities for learning about and participating in the leadership of an institution.” Jonathan Dowds, National Merit Scholar, Carleton College graduate, promoted from Program Coordinator to Director of Finance and Administration during time with SPIN USA, Inc before returning to school for a masters degree in Environmental Resource Management.

“I have had far more opportunities to grow professionally and assume leadership responsibility than my friends and colleagues working in other corporate, academic or non-profit organizations. I have become a full member of the leadership team, with primary project management responsibility. The mentoring and support I have received has given me the skills, knowledge and expertise to be able to contribute in tangible ways to the growth of the institute. I feel so lucky to have had this opportunity to develop such a broad range of skills for launching the next stage of my career in the non-profit arena” Sarah Guidi, Holy Cross graduate, promoted from Program Coordinator to this position before returning to graduate school.

About Us:

SPIN[®]USA is mission driven organization. We all believe deeply in our work and the core values that drive it. We have a small, dynamic office and a fast paced, demanding, exceptionally collaborative, and supportive work environment. Each and every staff member is a highly valued member of our team. We all wear multiple hats, often simultaneously. We actively support and provide opportunities for professional growth and development. Humor, laughter and warmth are essential to our productivity.

JOB DESCRIPTION

Responsibilities:

Project and Program Management:

- Support and coordinate the successful delivery of multiple, simultaneous training projects from contract development through Certification and beyond
- Maintain agency-wide calendar and budget-sensitive travel arrangements and itineraries
- Serve as the technical assistant and liaison for training sites
- Develop and implement strategies for maintaining up-to-date project & program records
- Create, design and update training materials, marketing documents, PowerPoint presentations and other program documents as necessary to support training projects, program development & fundraising campaigns
- Assist in the development of research tools and measurements as necessary
- Manage production of periodic e-newsletter and posting of content on web-based/social media outlets
- Develop and oversee the annual fundraising campaign

Operations Management:

- Manage the day-to-day administrative and fiscal activities of the institute with flexibility and adaptability; prioritize effectively to meet the needs and deadlines of the organization
- Manage routine information technology (IT) operations (i.e. computer systems, networks/clouds, backup, intra/internet services, etc.), interfacing with the IT consultant as necessary
- Implement and oversee agency policies and procedures (i.e. work flow, data storage, ordering of supplies, HR, etc.)
- Prepare regular internal and external financial reporting - working with the accountant to ensure timely tax filings
- Oversee A/P and A/R bookkeeping and timely bill payment
- Serve as the Clerk of the Board of Directors - schedule meetings, record meeting minutes, and file annual reports

Leadership:

- Serve as a member of SPIN USA's Leadership Team, engendering the respect of a broad range of clients, vendors, donors, staff and board members
- Participate in strategic decision-making

Qualifications:

This position provides the right person an opportunity to utilize and further develop wide-ranging, highly transferable organizational and leadership skills. As a small, entrepreneurial organization, we are able to offer the unique combination of leadership, responsibility and professional growth through the Project Manager/Assistant to the President/CEO position.

- BA required, MA preferred (degrees relevant to policy, social work, non-profit leadership, etc. are strongly encouraged)
- 1-3 years of experience with at least some of the responsibilities outlined above
- Familiarity with or interest in a variety of the field's concepts, practices and procedures
- Strong technological skills - (MAC and PC platforms, Microsoft Office, Internet research); Experience with the following software/platforms preferred: QuickBooks, Adobe Creative Suite, iMovie or Windows Movie Maker, Google Apps
- Interest in and quick learning curve with new software programs and technology
- Strong verbal and written communication with exceptional attention to details
- Strong organizational skills - must be able to exercise considerable judgment and discretion in managing, prioritizing and completing assignments
- Able to work both collaboratively and independently, maintaining pace and focus when staff are on the road or out of the office
- Ability to travel occasionally to support training projects and attend staff/Board retreats
- Must have a sense of humor, warmth and value a collaborative, mutually respectful and mission-driven work environment.

How to Apply:

Please send a detailed cover letter, resume and salary requirements to: info@spinusa.org by April 30, 2011. Please include "Project Manager" in the subject line. No phone calls please.

Salary and benefits are commensurate with experience. Start date is negotiable from mid-June – July 5th.