

Opportunity Summary: Software Development Project Manager (Nontechnical)

The Contingent (TC) is making its most significant investment in accounting and donor management software this summer. TC is looking for a part-time, contract Project Manager to facilitate the implementation of both the donor management software (Mission CRM) and accounting software (Blackbaud Financial Edge), fully integrated with TC's CRM (Microsoft Dynamics).

The Project Manager's primary goal is to ensure a successful implementation of this investment through collecting ongoing feedback from staff, facilitating the dissemination of this feedback to the vendors developing the software, tracking deliverables, and ultimately ensuring feedback provided is incorporated into the software within the timeframe set forth by the vendors. They will participate in meetings with vendors, review requirements, collect feedback, and ensure project deadlines are met. The Project Manager will become intimately familiar with TC's requirements for this software, learning TC's accounting and donor care processes and developing the tool to bring these processes to life. The ideal contractor is a strong advocate; highly skilled in coordination, project management, follow through, looking beyond the horizon, and pro-active communication.

Project Manager is responsible for the following (including, but not limited to):

- 1) Create internal project plan reflecting deliverables for each software implementation
- 2) Gather feedback from fundraising, finance, and technology staff
- 3) Track implementation of aforementioned feedback to ensure software reflects these changes
- 4) Coordinate internal team schedules and vendor schedules
- 5) Initiate huddles with internal staff and vendors as needed
- 6) Work closely with TC's President, Financial Controller, Bookkeeper, Donor Care Specialist, and Executive Director of Organizational Development to keep them apprised of ongoing and anticipated developments, deadlines, milestones, and changes throughout the project (ie risk register)

Anticipated Schedule: "Go Live" for both software launches is tentatively scheduled for September 22. Project Manager will be responsible to modify their schedule around project milestones, likely working an average of 30-40 hours/week June through September (some weeks will be more or less involved, depending on project needs).

Financial Agreement: Project Manager will be a 1099 contractor at The Contingent and compensated between \$30-35/hour (depending on previous experiences) for services rendered.

Relationship with The Contingent: Independent Contractor shall control the manner and means of performing work. The Contingent point person will review and approve or reject the work. The contractor is responsible for submitting their hours to the Operations Administrator for approval by the 24th of each month. Payment will occur via direct deposit through The Contingent's HR information system, Zenefits, at the end of each month.

Application Procedure: Applicants should submit a cover letter and resume, including three references to hire@thecontingent.org, noting their available start date. Applications will be reviewed on a rolling basis with the goal of selecting a contractor by May 24.