

December 2019

EXTERNAL AFFAIRS PROJECT MANAGER (Washington, DC)

Public Justice, a non-profit legal advocacy organization that pursues high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses, is looking for a full-time External Affairs Project Manager to coordinate and manage projects across organizational teams and to serve as a key point-person for Public Justice's Board of Directors on governance-related issues. This is a unique and exciting opportunity to work with organizational leaders and serve as a high-level project manager for a rapidly growing organization.

The Project Manager works closely with, and is supervised by, the Director of External Affairs. This person will serve as an initial point of contact for Public Justice's Board Members, including Members of the Board's Executive Committee, on day-to-day inquiries and issues and will coordinate management of the annual Board nominations and election process. The Project Manager will also play a key role in coordinating various aspects of reporting to external funders, including managing deadlines and assembling information from multiple teams for grant proposals and foundation progress reports.

We're looking for a talented and detail-oriented person with a track record of working with organizational leaders and deftly coordinating among, and managing a variety of projects within, diverse teams of professionals.

Job Responsibilities:

Board Relations and Project Management

- Serve as initial point of contact for Board Member inquiries related to meetings, document requests, service requirements, nominations, elections and all other inquiries related to administrative matters and the organization's External Affairs work;
- Take minutes for Board and Executive Committee meetings and ensure review of minutes by the Board President and Secretary;
- Prepare and distribute meeting agendas for the Board and Executive Committee;
- Serve as staff manager for the Board nominations and elections process, including working closely with members of the Board Development & Nominating Committee to track Board service terms, assist with the annual nomination and election of new Board and Executive Committee members and report on the fulfillment of Board service requirements;
- Maintain Board files, including Board minutes, resolutions, bylaws, and board service requirement tracking spreadsheets; and
- Coordinate staff preparation of Board meeting packet of background materials and ensure timely distribution of those materials to the Board.

Programmatic Reporting and Project Management

- Maintain a calendar of reporting deadlines for foundation funders and communicate deadlines to appropriate programmatic and finance staff;
- Serve as primary liaison and ensure coordination between programmatic, development and finance staff for timely and accurate reporting to foundation funders;
- Work with programmatic staff to ensure compliance with funder guidelines, including monitoring of expenditures, programmatic goals and other issues; and
- Work with project directors and development staff to determine appropriateness of seeking funding for specific activities in terms of existing sources of support and projected expenses.

Communications Project Management

- Develop and manage organizational calendar of upcoming communications initiatives, including social media campaigns, press stories, litigation matters and outreach activities;
- Work with programmatic staff to identify speaking opportunities, and pitch Public Justice spokespeople for conferences, panels and other public events;
- Ensure Public Justice solicitors have access to current talking points, Public Justice initiatives and other material and information necessary for donor cultivation; and
- Oversee preparation of the organization's annual report.

Requirements and Qualifications:

- Minimum 5 years' experience in Board relations, external affairs, communications or high-level executive assistance work.
- Exceptional attention to detail.
- A strong track record of exercising diplomacy, confidentiality, and good judgment.
- Must be able to exercise initiative, flexibility, discretion, and decision-making skills.
- Ability to travel up to four times per year for organizational Board meetings.
- Experience working with attorneys, Boards of Directors or non-profit leaders strongly preferred.
- Experience working with Microsoft office suite (Outlook, Word, Excel, PowerPoint) and a high level of comfort working with online applications and document sharing software.
- Bachelor's degree or equivalent experience.

Salary and Benefits:

Salary will range from \$65,000 to \$75,000, depending on experience. Public Justice also offers a generous benefits package, including two weeks of paid vacation, two weeks of sick leave, and two personal days each year, as well as all federal holidays, employer-paid health, dental and vision insurance premiums and a 401(k) plan.

Public Justice is an equal opportunity employer and values a diverse and progressive workplace. Women, people of color, LGBTQ applicants, people with disabilities and veterans are all strongly encouraged to apply.

Applications will be considered on a rolling basis and should consist of a cover letter and resume.

Applications should be submitted to Steve Ralls, Director of External Affairs, at sralls@publicjustice.net. No phone calls please.

For more information on Public Justice, please visit www.PublicJustice.net.