

Project Manager, Corporate Engagement

About Boston Cares: Boston Cares partners with nonprofits and schools to expand their impact by mobilizing diverse people to collaboratively address our community's critical needs. Founded in 1991, Boston Cares has mobilized people to provide over 1.3 million hours of service to the Greater Boston community addressing education and economic opportunity gaps, providing basic daily needs, connecting community members, and more. Our primary programs include our Hands at Work corporate engagement services providing customized project management for 60+ companies annually; our signature Calendar program engaging over 4000 individuals in flexible volunteer opportunities; and our Allies for Immigrants program providing English language tutors to immigrants. In 2022, we rolled out a new strategic plan focusing on impact, equity, and the role volunteerism can play in building strong, resilient communities.

Learn more at www.bostoncares.org.

Position Summary: Reporting to the Senior Manager of Corporate Engagement and working closely in collaboration within a team of five, the Project Manager, Corporate Engagement will play an integral role in developing and delivering successful, high-impact service projects engaging employees from Boston Cares corporate partners.

Key responsibilities of the Project Manager, Corporate Engagement will include:

- Source and identify, high-impact service opportunities with nonprofit agencies and schools including:
 - Working with community agencies/schools to create service projects including painting, landscaping, simple construction, power tools, kit-packing, and other opportunities to directly support clients for large scale days of service.
 - Doing outreach and providing project options for corporate partners and adjusting as needed to fit requests while centering in the needs of nonprofit agencies/schools.
 - Serve as a primary point of contact and maintain relationships with nonprofit partners seeking volunteers or service from Boston Cares.
- Develop and implement logistics for high-impact service events including:
 - Developing comprehensive project task lists, logistical plans, supply lists, and clear instructions for the Corporate Team, Project Leaders and volunteers.
 - Ordering, processing, and distributing supplies needed for large-scale packing projects and service events according to the established budget.
 - Coordinating and executing logistical plans for delivery of project, including project prep and wrap up, sourcing, packing of project supplies, transportation and others.
 - Collecting and reporting on project data using Salesforce-based data system; providing narrative reports to Senior Manager for distribution to partners.
- Ensure the correct functioning of the warehouse, supply inventory, and the distribution of completed projects to various community partners in Greater Boston.
 - Regularly monitor stock levels of essential warehouse items, ensure that supplies are properly stored, inspect deliveries of supplies to ensure the correct items, quantities, and quality are received.
 - Physically load and unload incoming deliveries of materials, supplies, or completed projects.
- Lead teams of corporate volunteers in service, ensuring that projects are completed safely, effectively, and to the specifications of community partners. Provide strong customer service experience for volunteers.

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- Serve as a primary point of contact for the part-time Corporate Project Leader corps, including regular recruitment, training, and scheduling.
- Providing project and logistics expertise for large-scale service events such as MLK Day of Service, Global Volunteer Month and other Boston Cares special initiatives.
- Other tasks identified by Boston Cares as needed to ensure successful delivery of service opportunities for both nonprofit and corporate partners.
- Supporting organization-wide initiatives as needed.

Additionally, the Manager, Corporate Engagement will:

- Be an active member of the Boston Cares team
- Engage with Board and Staff to further Boston Cares' equity and inclusion goals
- Represent Boston Cares externally at service projects, with agency and corporate partners, and at other events

This is a dynamic early career role. Ideal candidates will have:

- Experience working with volunteers and/or non-profit programming
- Bachelor's degree or 2-3 years of work experience in community engagement, project management or logistics
- Familiarity with tasks such as painting, landscaping, simple construction, and power tools.
- Ability to lift and move project supplies (up to 50 lbs.) and be standing throughout the day
- Passion for volunteering and community engagement
- Organization and strong attention to detail and ability to manage multiple projects at once
- Valid driver's license; comfortable driving cargo vans and 10-14' trucks in Boston
- Ability to learn quickly on the job and thrive in a fast-paced environment
- Excellent communication and interpersonal skills
- Occasional evening and weekend availability
- Demonstrated ability to manage a project from start to finish
- Familiarity with digital project management tools and software

Compensation & Benefits:

Annual salary starting at \$52,000, generous & flexible PTO policy, employer-supported health & dental insurance, 401k with employer match, basic life insurance, optional additional coverage, and more. This position works primarily in person in Boston, with an option to work from home on occasion. This is a full-time role averaging 40 hours per week with seasonal peaks during events.

To apply, please send resume and cover letter to Laura Keith at laura.keith@bostoncares.org. Applications will be reviewed on a rolling basis to fill the role by late spring. No phone calls please.

Boston Cares offers Equal Employment Opportunities (EEO) without regard to age, race, color, national origin, gender (including pregnancy, childbirth or medical condition related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally protected genetic information, marital status, veteran status, military status, sexual orientation, or any other factor determined to be an unlawful basis for such decisions by federal, state, or local statutes.