

Project Manager

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| Position | Full time |
| Reporting | This position reports to the Senior Project Manager Lead, Resources Manager |
| Compensation | \$55,000-\$65,000 + full health benefits + extended paid time off |

Introduction

As a Project Manager at Grassriots you'll be joining one of the best, most innovative, boundary-pushing agencies in Canada. Grassriots is a full-service digital agency, supporting high-profile national and international non-profits, charities and social enterprises. At Grassriots your work will have measurable social impact with global reach and influence.

What's it like working at Grassriots?

Our People: We're a dedicated group of folks who are actively helping to make the world better every day and achieve progressive change by working with charities and nonprofits. We come from fundraising, advertising industry, other charities, CRMs and that vast and random place we call 'digital marketing'.

Our Passion: We care about a positive and healthy work culture. We help each other out, build each other up, and see collaboration as important as the air we breathe.

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Some of our clients include Amnesty International, Doctors without Borders, Oxfam, CNIB, Pathways to Education, and Humane Society International.

Our Values: We only work with organizations who are doing work we believe in. Work that's changing hearts and minds, changing legislation and policies, and sometimes even changing the game. Issues we work with clients on include but aren't limited to food security, human rights, environmental issues and climate change, international disaster and relief, and animal rights issues.

What's the work about?

Not Not to brag, but it's pretty incredible work. You'll get to work with charities and nonprofits, on campaigns and projects that range from fundraising and growth to engagement and behaviour change, and are often some kind of combination.

Reporting to the Senior Project Manager Lead, Resources Manager, you will get to solve real problems that non-profits have, from finding new monthly donors to launching new brands, from building awareness to helping target corporate misconduct, from helping reinforce positive consumer behaviours, to planning, building and managing digital lead generation campaigns and year-end fundraising campaigns. And so much more.

Grassriots is an equal opportunity employer and all applicants will be considered. Folks who come from underrepresented or marginalized backgrounds are strongly encouraged to apply. We are committed to a diverse and inclusive workplace where we learn and work together to change the world. Our staff has racial, cultural, ethno-cultural, social class, sexual orientation, gender, and language diversity, and we are looking for more. We're a better team because of it.

The role of Project Manager

- Develop and maintain project deliverables, including tasks, timelines, task dependencies, and deadlines, that can be effectively and efficiently executed by the team
- Liaise with the Grassriots team and freelancers on a regular basis to ensure that deliverables are understood and deadlines are met.
- Work with the Grassriots team to provide regular status updates on client projects maintaining Grassriots quality of service delivery and deliverables within project scope and budget.
- Mitigate risk by working with necessary departments/teams to control scope changes and constricting deadlines and assist in external resourcing, if required.
- Work directly with clients, which could include regular email, phone, face to face meetings and check-in calls.
- Iterate and apply best practices from previous projects.
- Oversee project close-outs to ensure proper documentation and archiving of production files.
- Use project management methodologies to manage development projects, including but not limited to: developing workflows, work-back schedules, delivery milestones, internal meetings, and timelines.
- Work with the Senior Project Manager Lead, Resources Manager to improve Project Management protocols, workflow processes, and address project resourcing needs.
- Use project management techniques/principles to plan and manage multiple concurrent projects with conflicting deadlines, effectively using resources to communicate between departments, manage competing priorities, and produce deliverables within the agreed-upon timeframe.
- Employ partnership-building, influencing, and consensus building skills to develop linkages and consultation frameworks with clients in order to align client objectives with Grassriots' deliverables.
- Ensure internal project resourcing, invoicing, and billing of clients is conducted in a timely and efficient manner.

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- Exercise sound judgement and leverage communication skills to coordinate internally and externally.
- Contribute positively to Grassriots culture while adhering to policies and norms outlined in employee handbook
- Be amenable to critical feedback and maintain a willingness to explore new solutions to meet objectives.

Human skills:

- Our team members thrive in a deeply collaborative environment. We're low-ego, we have integrity and respect for others and adaptability regarding positions, decisions, recommendations and directions. We're motivated, we're problem solvers, and we're empathetic while doing it. Lastly, we try to have an inclusive lens in our relationships with each other, with our clients.

Vocational skills:

While we're not looking for expertise in every category, we're looking for individuals who have directed their passion and developed their talents in the following ways:

- **Committed:** You care about our clients their causes, your colleagues and what Grassriots' mission to change the world.
- **Curious:** Despite your expertise, you know asking questions is the best way to learn and that learning is never done. Your life is filled with hobbies, interests and travel, because it's who you are and it makes life better. It makes you better.
- **Open:** You're passionate about your ideas but you understand that the best ideas come out of collaboration and openness to generative critique. You see feedback as iterative and about building each other up to put Grassriots' best out there.
- **Organized:** You prefer process over chaos. You're very organized and have excellent project management skills.
- **A growing leader:** No matter the challenge, internal or external, you can collaborate with your teams to identify needs and reach solutions efficiently, turning feedback you receive into improved product.

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- **Information gathering skills:** You can juggle the nuts and bolts of complex projects and prioritize them to meet internal and external deadlines while maintaining transparent, respectful and professional communications with all members of the team.

Your Experience and Expertise:

- You have experience working on projects or you have your PMP certification
- You have worked with clients and understand the importance of collaborating with our clients to meet their goals
- You understand that clear communication and expectation setting is one of the biggest contributors to a successful project and bring high communication to every aspect of your work.
- You are familiar with Asana or other project management databases

At Grassriots, we believe that education and work experience are two traditional employment qualifiers that create more barriers for marginalized folks to access employment. We believe that abilities and experience looks different for every single candidate and we welcome and encourage candidates to apply if your experience looks different than traditional work experience.

Benefits and perks:

- Love that down time? Well, we do too! We love it so much that we offer 3 weeks vacation to start PLUS paid time off between December 25 and New Years and 4 paid employee appreciation days off!
- We believe in universal healthcare, but since our government doesn't, we provide full health and dental coverage to our entire team.
- Work from Home during COVID and beyond! While we have a fantastic office full of dogs, snacks, record players and "Quiet Zones" for all types of focusers, our team is not required to work in-office during or after COVID. Prefer an office environment? Our office is located in Toronto East (Carlaw/Dundas) for folks who would like to access it.

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Application:

Do you want to be Grassriot's next Project Manager? We want to get to know you!

Instead of sending us a cover letter, **please answer the following questions and send your responses and your resume to careers@grassriots.com by November 1 at 9am**. Please note the Project Manager role in the subject line.

Application Questions:

1. What name and pronouns would you like us to use when we refer to you? (If you prefer not to say, we will use the name on your resume and they/them/theirs)
2. Please tell us about your experience working with clients on projects. (up to 500 words)
3. Have you used Asana or other project management platforms? If so, please tell us about the platforms you have used.
4. What inspired you to apply for this job?
5. Do you require any accessibility accommodations during the recruiting process for this role?

Benefits

Summer Long-Weekends

In addition, you may take advantage of our Summer Long-Weekend policy, adding a day to each civic holiday weekend.

Progressive Values

We offer the opportunity to wake up every day knowing the work you do is helping make the world a better place.

Equal Opportunity

Grassriots is an equity-seeking organization. People who identify as being from marginalized communities, including women, Indigenous peoples, racialized people, people with disabilities, people identifying as LGBTQ2, and people from low income backgrounds are especially encouraged to apply.

The Best Clients

We work with some of the world's greatest clients: Doctors Without Borders, Amnesty International Canada, Environmental Defence Canada, Unicef, Ecojustice, Cystic Fibrosis Canada, Campaign for Tobacco-Free Kids, Nature Conservancy Canada, and more.