



Starting Over, Inc.
6355 Riverside Ave., Riverside CA 92506
www.startingoverinc.org

JOB TITLE
Project Director
\$22.50 - \$25.00

Job Summary:

The Project Director plays a critical role in leading and managing the organization's projects and initiatives. The Project Director is responsible for overseeing the planning, implementation, and successful completion of projects aligned with our mission and objectives. The Project Director works closely with the executive team, and project teams to ensure the organization's projects are effectively executed, meeting established goals and delivering meaningful impact.

General Duties:

Develop and implement project plans, including setting clear objectives, timelines, and milestones. Collaborate with stakeholders to define project scope, strategy, and resource allocation. Ensure projects align with the organization's mission and long-term goals. Lead project teams, providing guidance and support throughout project lifecycles. Coordinate project activities, manage budgets, and allocate resources effectively. Monitor progress, identify and address any issues or risks, and adjust project plans as necessary. Provide leadership and mentorship to project teams, ensuring they are motivated, engaged, and aligned with project objectives. Foster a positive and collaborative work environment, encouraging teamwork, innovation, and continuous improvement. Delegate responsibilities and empower team members to take ownership of their tasks. Establish mechanisms to track project performance, collect relevant data, and evaluate project outcomes. Analyze project results and utilize feedback to inform decision-making and enhance future project planning. Prepare regular reports and presentations on project status, impact, and lessons learned. Ensure compliance with all relevant laws, regulations, and funding requirements. Prepare and submit timely and accurate reports to funders, government agencies, and other stakeholders as required. Foster collaboration and partnerships with other organizations, leveraging shared resources and expertise to maximize project impact. Attend relevant conferences, workshops, and networking events to stay updated on industry trends and opportunities for collaboration.

Job Qualifications:

Bachelor's or master's degree in a relevant field (e.g., nonprofit management, project management, business administration). Proven experience in project management, preferably in the nonprofit sector. Knowledge of project management methodologies and tools. Passion for the organization's mission and commitment to making a positive impact in the community.

Skills:

Effective verbal and written communication skills and interpersonal skills.
Competent with Microsoft Office, Gmail suite, and data entry,
Familiarity with nonprofit operations, governance, and compliance.
Strong leadership and team management skills.
Analytical thinking and problem-solving skills.