



**Position Description:** **Project Manager and Executive Support, Impact Dept**  
Reports to: Vice President of Impact  
Hours: Full-Time  
FLSA Status: Exempt

## **ABOUT MEYER**

One of the largest private funders in Oregon, Meyer Memorial Trust commits its position, resources and energies to dismantling barriers in equity and improving community conditions so that all Oregonians can reach their full potential.

Established in 1982 from the estate of grocery store founder Fred G. Meyer, Meyer Memorial Trust has awarded grants and program-related investments in excess of \$930 million to more than 3,500 organizations. With current assets of approximately \$1 billion, Meyer's mission is to accelerate social, racial and economic justice for the collective well-being of Oregon's lands and peoples.

Learn more at [www.mmt.org](http://www.mmt.org).

## **POSITION SUMMARY:**

The project manager and executive support is an integral part of Meyer Memorial Trust's Impact Team and supports the department's Vice President and programmatic work through executive support, project management, administrative leadership, grantmaking activities and collaboration with other teams and colleagues.

The person in this role is expected to apply a creative and strategic lens toward special projects and assignments and have the ability to cultivate organic thoughts into tangible ideas. The role will engage with internal and external partners in a professional manner, relying on their emotional intelligence, the application of discretion, tact and independent judgment while efficiently managing their time and scope of responsibilities. The role will be empowered to make critical judgment calls that serve Meyer's mission and values.

The project manager is forward-thinking and passionate about developing strong bonds within Meyer, building operational excellence for the Impact Department and being of service to our community through an intersectional racial justice lens.

## **PRIMARY SCOPE:**

### **Executive Support**

- Perform various executive support duties with a strategic and creative lens to effectively drive projects to completion and cultivate organic thoughts into tangible actions.
- Steward research and special assignments while balancing efficient daily operations of the VP of Impact office. This may include fact-finding, applying sound judgment, creative thinking, reading, analyzing, screening and preparing responses to correspondence; preparing written reports, taking minutes and following up on pending business matters.
- Organize the VP of Impact's calendar, set appointments, schedule meetings, provide meeting preparation and ensure the VP of Impact meets timelines and deadlines.
- Anticipate the next steps, proactively offer suggestions and initiate action as appropriate.
- Assist with the preparation of Impact Department materials for all board meetings.
- Provide Impact Department logistical support for board meetings.
- Manage Impact Department event planning, including offsite retreats and dinners.
- Make business travel arrangements and manage expense reporting on time.

### **Project Management and Cross-Team Support**

- Participate in annual and ongoing programmatic planning (especially logistical and project management support).
- Collaborate with multiple teams and partners to produce internal and external communications (e.g., doing background research, writing, proofing and compiling documents and reports).
- Manage Impact Team special projects, requiring advanced project management and organizational skills, with a strong attention to detail.
- Liaise with internal departments and external partners as needed.

### **Grantmaking, Engagement and Relationship Building**

- Provide technical assistance to support applicant inquiries about funding opportunities, grant guidelines, reporting requirements, etc. (e.g., responding to emails and messages using Meyer's support ticketing systems).
- Support and participate in grant proposal reviews and due diligence.
- Support the development and creation of grant applications and materials to support current grantees and applicants as needed.
- Partner with program team members and departments to plan and implement convening and learning events, including logistical support and content development.
- Collaborate with internal and external partners, including grantees, to develop and arrange tours, events and learning activities for Meyer staff.

## **Other Duties**

- Serve as a primary team contact for Office Operations, IT and Communications regarding programmatic needs.
- Participate in cross-team work groups and activities.
- Engage in professional development and organizational activities.
- Other duties as assigned.
- Occasional overnight travel.

## **EQUITY**

- Offer personal interest and commitment to working in a diverse and inclusive work environment
- Engage in promoting a positive workplace culture of collaboration, innovation and respect
- Have excellent interpersonal skills and the ability to establish effective working relationships in a multicultural, multi-ethnic environment

## **PREFERRED COMPETENCIES SKILLS AND EXPERIENCE**

- Understand the role of nonprofits, foundations, and other institutions in achieving racial justice and social change.
- Exhibit a proactive attitude and the ability to simplify and improve processes.
- Demonstrate a significant understanding of the lived experiences of Black and Indigenous communities and communities of color in Oregon.
- Show interest in developing a working knowledge of Meyer's programmatic ecosystem, partners, and structures.
- Possess three to five years of executive support experience.
- Have three or more years of program-related experience at a foundation or nonprofit organization.
- Have experience working with or serving on a board.
- Exhibit strong written and oral communication skills, interpersonal awareness, and excellent listening skills, with a communication style that reflects clarity, authenticity, transparency and approachability.
- Be a flexible team player who can collaborate effectively especially when faced with ambiguity and change.
- Demonstrate willingness and ability to multitask and manage multiple deadlines.
- Possess a strong work ethic with a proactive approach and high accountability standards.
- Maintain discretion and demonstrate the ability to handle confidential information.
- Exhibit a solutions-oriented mindset with the ability to cultivate organic thoughts into tangible actions and results.
- Possess advanced computer and software skills (e.g., Google Professional Suite, Zoom, Trello, etc.).

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Meyer Memorial Trust is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, Meyer ensures equal opportunity to all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; lawful alien status; physical, mental or medical disability; veteran status; or liability for service in the United States Armed Forces.

Transgender, gender non-conforming and gender non-binary job applicants, as well as applicants with disabilities and applicants with criminal record histories, are encouraged to apply.

While performing the duties of this job, the employee will:

- Engage in regular communication in person as well as through electronic means.
- Routinely use computer laptops, tablets, desk phones, photocopiers and monitors, including digital screens.
- Occasionally move up to 10 pounds.
- Work in a business setting of open cubicles with an estimated 45-60 decibel noise level.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **TIME FRAME**

We're seeking to have the ideal candidate identified by May 2024

#### **REWARDING BENEFITS:**

We offer a comprehensive benefits package, including medical and dental plans, a flexible spending account (F.S.A.) or health savings account (H.S.A.), a generous 401(k) plan with employer match, vacation time, tuition reimbursement and transportation options for the active commuter.

#### **COMPENSATION** (commensurate with experience & budget)

Salary Range \$83k - \$115k

#### **TO APPLY:**

Interested candidates are invited to submit a cover letter describing interest in the position and a resume highlighting experience, competencies and qualifications that meet the position's requirements. Submit application materials in Microsoft® Word (.docx, .doc), Adobe® PDF (.pdf), or plain text (.txt) to [projectmgr@mmt.org](mailto:projectmgr@mmt.org)

#### **APPLICATION DEADLINE:**

Please forward application materials no later than 12 noon, Pacific Standard Time, April 29, 2024.