

# PROJECT MANAGER

Darieth Chisolm is seeking a rockstar project manager for 50 Shades of Silence and it's various projects.

If you're all about serving, supporting, planning and implementation then this position is ideal for you. This position would require fundraising, sourcing and establishing collaboration and partnership and growing visibility and exposure for all aspects of 50 Shades of Silence and the documentary. This candidate should be available for travel, coordinating events, customer service and has a knack for basic PR style-communication.

If you seek to be part of something bigger and are eager to help us on our mission to then we're excited to have you join our team!

## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Project Manager will develop and implement fundraising strategies and oversee fundraising programs, ie... Private Film Screenings. Create fundraising goals and solicits funds to meet these goals. Organize initiatives for community screenings, advocacy work, educational resources etc. May be responsible for developing major gift opportunities and writing grant proposals. True first level manager. Ensures that project milestones/goals are met and adhering to approved budgets.

- Email management and organization, responding on behalf of Darieth Chisolm and 50 Shades of Silence, acting as the liaison between all parties and flagging important emails, etc.
- Schedule and plan for any personal needs/media interviews/appointments, etc.

- Offers support to other team members with project assistance/ coordination and organization.
- Coordinate and communicate with Angel Ambassadors, volunteers who have expressed interest in supporting 50 Shades of Silence.
- Manage updates to website, social media posts and community engagement.

### KEY ATTRIBUTES:

- A genuine desire to make the team, Darieth Chisolm and her various projects outrageously successful.
- Strong problem solving and/or critical thinking skills
- Strong organizational skills for all things logistical, scheduling, and email related.
- Extremely self-motivated - can you manage your own time and be self- disciplined in order to get things done?
- Proactive, pragmatic, and resourceful problem solver.
- Ability to manage confidential information.
- Ability to manage multiple priorities and meet or beat deadlines with no errors.

- Tech savvy (Dropbox, MS Office, Google Docs, Evernote, Asana, Infusionsoft, Rhino etc.), and if you don't know it, can you learn it?
- Life-long learner - you thrive on learning new tools
- The ability to deliver excellent customer service and care, externally and internally and especially for Darieth Chisolm.
- The aptitude to accurately assess the urgency of project or request; in turn, respond swiftly and complete the request expeditiously.
- Flawless communication skills and has the ability to represent our Darieth Chisolm fabulously (and pitch if needed!) when dealing with networking communications
- While this position is Monday through Friday, you would also need to be available some evenings and weekends.
- Familiarity with Facebook, Instagram, Twitter, Instagram, LinkedIn, YouTube
- Has a super positive attitude, fun personality and be solution- oriented with pristine analytical skills
- Has the ability to work independently, using excellent judgement to effectively make decisions as a leader.
- Assist with the qualifying and hiring for other key team members.

## KEY QUALIFICATIONS

Bachelor's Degree preferred but not mandatory!

Experience working with managers and teams located remotely.

At least three-five years' experience as a program or project manager.

Fluency working in Google drive

In-home office setup including: Mac or PC Computer with minimum 1.0ghz dual core processor, 8gb, and the most recent version of MS Office installed (all programs; Word, Excel, Power Point) Smartphone with email capabilities

Ability to travel or commute if needed.

**TO APPLY**

Please send an email to [info@Dariethchisolm.com](mailto:info@Dariethchisolm.com) with the subject line “Your Name, Executive Assistant Application,” and include the following info:

- 1) Your cover letter detailing why you are the perfect candidate for the position and exactly what you would contribute to our mission.
- 2) Your complete resume and available start date.
- 3) So that we can get a better understanding of you and your style, please submit a 2-5 minute long video sharing with us who you are, why you’re inspired to apply for this position, what you would contribute to the team and why you should be selected to join the team.

## APPLICATIONS POLICY & PROCESS

Any submissions that don’t include ALL of the details requested in the steps above will be automatically discounted and deleted.

We will only be responding to the submissions we believe are a potential fit. All questions about the details of the position and compensation will be answered AFTER we reach out to you to discuss your submission.

**Finally:** If your submission truly is A+, please expect to hear from us soon with insights on the next step for our interview process.

We look forward to hearing from you!

## About Darieth Chisolm

Darieth Chisolm is a leading women’s empowerment and business coach with a global clientele and has over 30 years’ experience as a 2x Emmy

Award winning TV Host and News Anchor. Darieth is also an author, speaker, activist and filmmaker of 50 Shades of Silence.

You can learn more about her at [www.DariethChisolm.com](http://www.DariethChisolm.com) and [www.50shadesofsilence.com](http://www.50shadesofsilence.com)