



**Job Posting  
Business Development Project Manager  
Orange, CA**

**Join the Project Access team and create impact in the lives of our residents. Hear from them and how their lives have changed: [www.project-access.org/success-stories/](http://www.project-access.org/success-stories/)**

Project Access provides programs and services to over 22,500 children, families, and seniors living in affordable housing communities across the country. This is an exciting opportunity to join a growing nonprofit organization using placed-based resident services to support families at the nexus of an affordable housing crisis, social services, and equity.

**POSITION SUMMARY:** Working closely with the Chief Business Development Officer (CBDO), the Business Development Project Manager will provide support to the entire business development process and communication from initial inquiries to new resource center start ups details including logistics, purchasing, and communication management across internal and external stakeholders. Will help identify rising business opportunities and build long-term relationships with prospects, assist in the evaluation of the current performance of the portfolio, and help the organization reach its full potential. Primary responsibilities are focused on business development, project management, customer service and administrative duties all with an eye on the growing partnerships with affordable housing developers and owners to increase our portfolio of owners, expand our ability to serve more communities, and ensure Project Access remains the premier resident services provider nationally.

**DETAILS:**

**Work schedule:** This is full-time, exempt position with a work schedule Monday through Friday.

**Travel:** In California and out of state locations (up to 25%)

**Benefits offered:** Project Access pays 100% of the employee's medical, dental, group life insurance, and EAP premiums; provides Paid Time Off, 13 paid Holidays, and a Safe Harbor 401(k) with a 4% match. Vision and Voluntary Life Insurance is available at employee cost.

**Work location:** Corporate office. 2100 W Orangewood Ave. Ste 230, Orange, CA 92868

**TO APPLY for this enriching opportunity** please email your cover letter and resume to [humanresources@project-access.org](mailto:humanresources@project-access.org) with "Project Manager" entered in the subject line. Your cover letter is to summarize how your interest and qualifications meet the position requirements.

**POSITION RESPONSIBILITIES:**

**Business Development / Project Management**

- Prepare budgets; write business proposals, presentations and other required documentation to support CBDO in achieving organizational growth objectives.
- Communicate new product developments to prospective clients
- Follow up with new business opportunities and set up meetings.
- Oversee the development of applicable marketing literature.
- Manage and retain relationships with existing clients as well as increase client base.
- Conduct industry research, identifying trends, business leads and growth opportunities.
- Assist with streamlining business development process, procedures and systems to increase efficiencies and uphold delivery of high-quality services.
- Assist in tracking communication, leads and preparing reports and metric dashboards for internal and external use.
- Attend conferences, meetings and events to increase brand exposure, understand industry competition/trends, and source leads.

- Collaborate and communicate closely with corporate, management, and field staff to ensure strong intra-departmental communication, client service, and seamless program implementation.
- Manage all aspects of new center set-up logistics including ordering, tracking furniture orders, delivery, assembly, billing, and manage workflow across all department to ensure successful start-up process.
- Provide superior customer service to existing and new business partners and prospects.

#### **Administrative**

- Provide general administrative support, including completing reports, compiling expense reports, maintaining hard and digital files and other projects, as assigned.
- Assist with arranging appointments, meetings, and travel for the CBDO.

### **QUALIFICATIONS (Education/Experience/Skills/Certifications):**

#### **Education**

- Bachelor's Degree preferably in marketing, business, communications, or other related fields.

#### **Experience**

- One year of experience in Business Development and Project Management managing complex and multi-faceted projects in B2B environment.
- Experience with Smartsheet or other project/business management software

#### **Skills**

- Intermediate skill level with MS Office
- Strong time management, administrative, and organizational skills.
- Strong communicator: high level of verbal, written, and listening skills with a proven ability to execute reports, proposals, and conduct presentations.
- Exceptional interpersonal skills, a customer service orientation, and the ability to establish and maintain effective and appropriate working relationships with staff and partners.

#### **Credentials/Certifications**

- Valid CA Driver's License, clean driving record, and current automobile insurance
- Successful completion of background check

#### **Physical Job Requirements**

- The physical activity of this position includes sitting for long periods of time, minimal lifting, bending, walking, kneeling, reaching, and step climbing.

*The above list of job duties is not exclusive or exhaustive and the job holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the position.*

**Equal Opportunity:** Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.

#### **Project Access participates in E-Verify**