



Job Description

Job Title: Refettorio Project Manager
Department: Development
Reports to: Chief Development Officer
FLSA Status: Exempt

Salary: \$75,000

To Apply: Email cover letter, resume, and writing sample to Mary Coy, Chief Development Officer, at mcoy@inspirationcorp.org

OVERVIEW

In an atmosphere of dignity and respect, Inspiration Corporation connects people and creates opportunity through access to social services, job training, housing, and food. Each year, Inspiration Corporation works with hundreds of resilient Chicagoans who face systemic disparities and inequities, such as homelessness, hunger, and social isolation.

In order to help individuals and families overcome these barriers, we provide dedicated support coupled with housing, job training, scholarships, meals and engagement services. Inspiration Corporation meets people where they are in life, helping them access the support they need and achieve their personal goals. Inspiration Corporation programs are voluntary, and all service needs and goals are participant- driven. Our case management philosophy is strengths-based and trauma-informed. Inspiration Corporation practices harm reduction and focuses on reducing or minimizing the harm associated with high-risk behavior through motivational interviewing.

At Inspiration Corporation, employees live this mission by demonstrating the following Core Values. Inspiration Corporation believes that these Core Values are what makes the organization one of Chicago's leading facilitators of personal transformation, and a great place to work:

1. Communicate honestly
2. Act with compassion
3. Pursue growth and learning
4. Be humble
5. Take care of ourselves so we can help others
6. Work greater together
7. Create a fun and productive environment

POSITION SUMMARY

The Refettorio Project Manager is an exciting opportunity for an ambitious and cause-driven project consultant who is interested in making a significant, positive, and lasting impact on the lives of individuals and families experiencing homelessness in Chicago's city center. Reporting directly to Inspiration Corporation's Chief Development Officer, and working closely with collaborative partners at the Alvin H. Baum Family Fund, Food For Soul, and others, the Project Manager will support planning



and implementation of a brand new Inspiration Corporation program site in downtown Chicago that will deliver high-quality, nutritious meals and wraparound supportive services to Chicagoan's experiencing homelessness in an atmosphere of dignity and respect.

The position will be responsible for coordinating a planning committee comprised of internal and external stakeholders and issue experts, and will leverage consultants and other resources to drive development of a comprehensive service model, oversee planning and logistics of site development, and work with Inspiration Corporation staff to identify financing and funding needs and coordinate marketing activities.

The ideal candidate is highly organized and detail-oriented, with a proven history of managing large projects with multiple timelines and deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

PROJECT MANAGEMENT

- Develop and maintain project planning timeline and regularly update Inspiration Corporation leadership on progress
- Conduct needs assessment and identify resource gaps
- Monitor timeline and provide updates on project logistics, including: site location and real estate acquisition; permitting and licensing; site safety and security; construction, infrastructure evaluation; and site design (interior and exterior)
- Work with planning committee and Inspiration Corporation human resources department to determine human resources requirements for site launch and develop staffing model

RESEARCH AND DEVELOPMENT

- Spearhead process to gather feedback from individuals with lived experience of homelessness, including obtaining research data from street surveying and focus groups
- Guide planning committee members and synthesize work to develop a comprehensive project map, including: service-map; data collection and management system; and formal program evaluation processes
- Work with planning committee to develop a plan for financing and project sustainability, considering possible revenue streams and development and fundraising requirements

EXTERNAL RELATIONS

- Coordinate planning committee comprised of internal and external key stakeholders
- Recruit and maintain relationships with committee members to fill skills gaps and ensure high-quality work
- Handle scheduling of and coordination of all committee activities, including facilitating discussions, booking and coordinating meetings, and providing regular updates on committee activities to both committee members and Inspiration Corporation leadership
- Coordinate marketing and public relations functions with Inspiration Corporation staff, including: digital marketing campaign and web presence; signage and other physical marketing elements; background campaign, with special emphasis on achieving community buy-in; and launch campaign and press relations



- Conduct outreach to build and maintain relationships with external project stakeholders.

GENERAL

- Demonstrate Inspiration Corporation's Core Values.
- Exhibit professionalism and high standards in all aspects of performance.
- Work with all departments as appropriate to ensure that the needs of the agency's participants are addressed.
- Attend department and agency meetings as required.

SUPERVISORY RESPONSIBILITIES: none

EDUCATION, EXPERIENCE & SKILLS: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- This position requires strong communication skills and demands frequent contact with both individuals and groups in-person, over the phone, and by email.
- 5-6 years of relevant professional experience in not for profit sector, including at least two years of experience in project management or related field is required.
- Ability to work with mathematical concepts such as probability, statistics and forecasting. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to understand, analyze and disseminate project's finances from a business perspective.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Computer skills essential; experience with MS office suite, especially Excel required; experience with project management software preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is regularly required to stand. The employee must regularly lift and/or move up to 10-20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Maintains standard office hours. Attends evening, weekend, and early morning functions as required.

Inspiration Corporation is an equal opportunity employer.