

Project Coordinator

Company Overview

Generosity X partners with charities to increase their annual giving revenue through optimization and innovation. We are laser-focused on growing annual fundraising programs and have a track record to prove it.

We help charities fuel their growth by acquiring new donors, retaining existing donors, and unlocking new sources of generosity. We believe within the depth of our souls that fundraising is meant to be jubilant, exciting and rewarding.

Our Approach & Values

Authenticity

All relationships are built on trust and being authentic allows for trust to grow. If something isn't going well - let's talk about it rather than avoid it.

Hustle

A fast-paced environment is important because it means we are excited about what we are working on and are eager to see the end result.

Be Generous

Having an abundance mentality means we can be generous with others and ourselves in order to make for the greatest possible outcome.

About the Role

You love to get things done. There is nothing more satisfying to you than crossing something off your to-do list (sometimes you even write things down just to cross it off).

Your attention to detail is your superpower and while you enjoy a fast-moving environment you know the value of making sure things don't get lost in the shuffle.

You are excited to fix problems. You are not afraid to roll up your sleeves and solve an issue—even when you don't know what the solution is yet.

You are hungry to learn and grow. The idea of working within a start-up environment excites you because it means that you'll get to learn and grow a lot. Some might find the lack of corporate structure daunting, but you are enthralled by the idea of working within an environment that rewards creativity and drive.

Project Coordination means you'll help move client deliverables along internally and work with the client-facing team to deliver solutions that create happy clients and share these W's on our Wall of Wins.

What You'll Actually Do:

- You take the plan and run client projects from start to finish (including but not limited to: direct mail campaigns, print newsletters, email marketing, email automation, digital advertising, web strategy, and CRO) After you receive the project strategy, you coordinate between the client and our team of incredible contractors to make sure deliverables are completed on time and in line with the plan.
- Keep the entire team up to date on project status in our project management platform and our weekly production meeting.
- Attend client meetings alongside our account leads and provide updates on project statuses, roadblocks and opportunities.
- Assist in the addition of new clients into our internal systems (project management platform, folder management, Slack etc.)
- Assist the team in making sure all projects in a client contract are in our annual calendar and prepared to be started on time.
- Support in the creation of A/B tests for clients in a myriad of different marketing channels.

- When needed, perform digital marketing work, such as building emails in MailChimp, creating tracking links using UTMs, and generating QR codes to help keep projects moving along. You will not be asked to code.
 - Optimize systems with the Operations Lead to help free up capacity for all team members using automation and digital tools.
 - Contribute to our internal wiki and understanding as our internal knowledge evolves.
 - Bring an attitude to teach first, act second so that clients are in control of their own fundraising success.
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You'll absolutely love this role because:

- Company Values matter a lot to you and for us, it's the most important factor in hiring and firing.
 - You don't want to feel like you need to sugarcoat things to clients or team members. You get to be authentic and real because it builds trust which drives our client success long-term.
 - You thrive on structure but also crave variety, and this role offers the best of both worlds. You'll appreciate the organized approach to project management, yet each project brings its unique idiosyncrasies, providing a dynamic experience.
 - You love the feeling of getting a project done and knowing that these projects help people around the world is a huge bonus.
 - You are eager to grow and learn and want to be in a team environment that is eager to meet our goals and accomplish more with what we have.
 - You are encouraged to be generous with others. You are wise enough to understand that an abundance mentality is about bringing the best of what you have and giving that in full to others (compared to doing work for free).
 - You'll get to put your experiences to work in a growing startup environment and you are excited about the chance to develop with it.
 - You've got a fire in your belly to help charities across Canada and the US be wildly successful. You don't want to "increase" social impact, you want to dramatically grow the force of generosity on this planet.
 - You are entrepreneurial and want to be part of something that is growing and thriving.
 - You get to live close to your colleagues - we prioritize hires in Calgary or Victoria followed closely by the rest of BC.
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You'll absolutely love this company because:

- We offer you a competitive salary of \$40,500 - \$50,000 depending on your skills, knowledge, and experience.
 - You are going to do something awesome with your 2 Weeks of Paid Vacation. Plus on top of the two weeks, you'll also get some quality time off from Dec 25th to Dec 31st (*don't worry clients, I'll still be working - **Matt***)
 - We offer a Health Spending Account so you can cover the cost of your healthcare needs.
 - We issue bonuses based on our profitability. If we're successful, shareholders shouldn't be the only ones with a deposit into their bank account.
 - From May 1st until the August long weekend, we take Fridays off. We work hard many months of the year so in the summer, we enjoy a few extra days by the beach.
 - We obsess over growth which means we **MUST** be digital experts. You'll get a free trip to attend a conference with the team.
 - Once a quarter, we all meet in person to retreat to grow, learn and collaborate in ways that is best done together in real life.
 - We care about culture a LOT so if someone isn't going to work out, we won't drag it on. We strongly believe that if it is not a hell yeah, it's a no. That means successful people thrive here because nobody slows down the pace of our collective success.
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Please Apply If:

- You live in Coastal BC and plan your work schedule based on PST hours.
- You are available to start in May 2024.
- You are eligible to work in Canada.
- You have transferable skills that you are excited to put to use within a unique role.
- You love what you're reading here.

To Apply:

To apply, please email your resume, and if you wish, your cover letter (optional), to hello@generosityx.com. In the subject line, please include your name and the name of the position you are applying for (e.g., **Your Name | Project Coordinator**). This job posting will remain open until at least May 1st, 2024.

At Generosity X, we are dedicated to fostering a workplace culture that embraces diversity, equity, and inclusion. As an equal opportunity employer, we welcome and encourage applications from individuals of all backgrounds and abilities. If you require assistance during any stage of the

recruitment process due to a disability, please let us know, and we will work with you to provide the necessary support.