

# FRESH · EYES · DIGITAL

CREATIVE MARKETING AND  
FUNDRAISING FOR NONPROFITS

## **Project Success Coordinator**

Fresh Eyes Digital is looking for a seriously organized, meticulous, and take charge individual to join our client team and help manage projects and client satisfaction.

The Project Success Coordinator will work on a portfolio of Fresh Eyes Digital clients, and a range of progressive world-changing organizations.

### **About us:**

Fresh Eyes Digital is a digital fundraising and marketing firm serving the progressive and bipartisan nonprofit sector. Clients work with us to help find and acquire new digital supporters, engage with those supporters through top-notch creative and campaigns and inspire those supporters to give to the causes they care about most. We pride ourselves on delivering strategy to help organizations build better relationships with online audiences and turn those audiences into loyal donors and activists. We are a woman and queer-led company and we are lucky to work with organizations such as FreePress.net, Peninsula Open Space Trust, Adler Planetarium and more.

We have intentionally prioritized hiring people from many different backgrounds who bring a wealth of lived experiences to all of their work. We have a firm commitment to diversity, equity in hiring, ethical campaigning and company policies, and transparency in decision-making.

We are a team that believes that you do your best work when you have opportunities to live a full and balanced life (outside of work!) and our work culture truly reflects that.

### **Responsibilities for this role include:**

- Working collaboratively with an amazing team of strategists and consultants
- Scheduling/managing weekly client calls or ad hoc calls as needed
- Sending agendas prior to weekly calls
- Following up with detailed notes and to-do's after calls and within a timely manner
- Being respectful and responsive to client requests and internal staff communications through email and slack
- Managing project timelines using ClickUp and/or other assigned project management tools
- Managing timelines and milestones from projects or campaigns from start to finish

- Managing “up” - ensuring that leadership and consultants have to-do’s and tasks prioritized for on-time delivery and execution and flagging when timelines are off track or at risk
- Developing and maintaining scope of work tracking, hours reporting and other administrative duties related to the execution of client contracts and work
- Organizing and streamlining internal systems

**We’re looking for candidates that have:**

- 3 - 5 years experience in the workplace.
- Exceptional organizational skills and attention to detail.
- Solid professional writing and written communication skills.
- Comfort working remotely and managing your own time and responsibilities.

**More about the role:**

Our team is located throughout the US. You can work anywhere in the US and must have access to high-quality internet for your day to day work. Among other tools, we use ClickUp, Zoom and Slack to collaborate internally and with our clients.

This is a full-time salaried position. The salary range is \$55,000 - \$65,000. Fresh Eyes Digital is an equal opportunity employer. We welcome and encourage diversity in the workplace regardless of race, gender, sexual orientation, gender identity, disability or veteran status.

**Additional benefits include:**

- Paid holidays & a flexible time-off policy
- Open, transparent communication with our everyone on our small team - Medical, Dental, Vision Insurance available on the 1st day of the following month of employment
- Monthly internet stipend
- 401K with company match after 6 months
- Paid 12-week parental leave
- Opportunities for professional development and training
- Flexibility with your time to deal with life outside of work

**To apply:**

Please send a cover letter and resume to [careers@fresheyesdigital.com](mailto:careers@fresheyesdigital.com) with the subject line: Project Success Coordinator.

Check us out at: [www.fresheyesdigital.com](http://www.fresheyesdigital.com)