

**AFP Charlotte Chapter  
Executive Referral Service**

Name of Organization: Patton McDowell & Associates

Title of Position: Director/Project Manager

Date Position Available: 10/1/10

Position Reports To: Managing Director

Position is: Other:\* \_x\_

\*Explain if "Other": We are seeking both full-time and part-time applicants

**Director/Project Manager  
Patton McDowell & Associates, LLC**

Patton McDowell & Associates is seeking applicants for a full- and part-time director/project manager position. The successful applicant should be a self-starter who is able to manage clients independently, as well as work well with the other PMA employees and contractors co-managing clients. Applicants should be comfortable working from home and should be familiar with consulting.

**Firm Overview:**

Patton McDowell & Associates is a Charlotte-based consulting firm that provides strategic planning, board and staff development, facilitation and presentation, executive search and fundraising services to nonprofit organizations, as well as private and family foundations across the Southeast. For more information, please visit: [www.pattonmcdowell.com](http://www.pattonmcdowell.com).

**Responsibilities:**

- Direct and independent project management of multiple clients and their various needs. Typical client projects include:
  - Fundraising
  - Marketing
  - General Development
  - Staffing
  - Board Engagement/Development
  - Strategic Planning

**Requirements/Skills Needed:**

- Bachelors degree required; graduate degree preferred
- 5-10 years nonprofit/fundraising environment
- Consulting experience preferred
- Project management experience
- Ability to multi-task, self-starter, innovator

- Disciplined, organized, committed, personable
- Strong written and verbal communication skills
- Demonstrated success in team and independent work settings

**Compensation:**

- Commensurate with experience and scope of projects
- No benefits available at this time

Please email resumes and cover letter to Margaret Andrews at [ma@pattonmcdowell.com](mailto:ma@pattonmcdowell.com). No snail-mail or phone calls please.