



DINI SPHERIS

CONSULTING PROJECTS MANAGER

POSITION DESCRIPTION

Office Location: Houston, TX

Work Setting: Hybrid work environment with opportunities to work in the office, from home, and at client locations

About Dini Spheris

Dini Spheris is a leading national nonprofit consulting firm based in Houston, Texas, specializing in campaign guidance, strategic planning, fundraising programs, and leadership development. With more than 50 years of experience and billions of dollars raised for thousands of nonprofits, Dini Spheris partners with clients to advance their missions and achieve transformational results.

Our team members live the company's core values: pursuing excellence in all things, working with energy and dedication, collaborating as a team, being resourceful and solution-oriented, exercising sound judgment, and creating "Wow!" experiences for our clients.

Position Overview

The **Consulting Projects Manager (CPM)** plays a vital role as a member of a Dini Spheris consulting team, serving as the administrative and logistical hub for each client engagement. Typical consulting teams include a Principal and one or more Consultants, supported by one or more CPMs.

In this role, the CPM facilitates client project management and supports internal firm initiatives. The ideal candidate will bring strong organizational, communication, and analytical skills to support all aspects of client work—from preparing documents and reports to coordinating meetings and research.

A successful CPM can manage multiple projects simultaneously, meet deadlines proactively, and thrive in a collaborative team environment while consistently delivering high-quality service to clients. Key attributes include sound judgment, anticipation of challenges and opportunities, professionalism, hospitality, and team spirit. CPMs are supervised by the team Principal and may receive additional direction and mentorship from the Consultants on their team.

Key Responsibilities

- Scheduling and coordinating calendars for client meetings, interviews, and project activities
- Preparing meeting agendas, reports, and all necessary materials to advance client projects
- Coordinating project timelines, responsibilities and communication between Dini Spheris team members and clients, including their staff and volunteers
- Participating in client strategy sessions and meetings with Dini Spheris team members, client staff and volunteers
- Conducting research on donor prospects and tracking detailed moves management processes
- Maintaining project action items for multiple Dini Spheris team members and clients
- Writing and editing a variety of materials, including grant proposals and reports
- Assisting with the coordination and development of research, marketing, and communications projects
- Coordinating the development of campaign collateral materials
- Providing logistical and tactical support for consulting teams as needed
- Assisting with other projects as assigned

Qualifications & Skills

- Two to five years of experience in nonprofit fundraising
- The ability to multi-task, take initiative, and coordinate multiple projects with various deadlines
- Excellent written and verbal communication skills
- Sound judgment and the ability to thoughtfully tailor work to fit distinct client needs
- Strong attention to detail in written and financial documents
- A confident, collaborative, and mature approach to work
- A willingness to develop a personal commitment to the culture, values, and strategic direction of Dini Spheris
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Working knowledge of internet research and navigation
- Familiarity with, or readiness to learn, wealth screening, survey, Salesforce, and other analytic tools used in this role
- A bachelor's degree (B.A. or B.S.) or equivalent

Compensation & Benefits

- Base salary (annualized): \$50,000–\$65,000, commensurate with qualifications
- Bonus awards: Annual discretionary, based on company and individual performance
- 401(k) and ESOP plans: Combined employer contributions up to 12%
- Company-subsidized medical, dental, life, disability, and voluntary vision insurance
- Minimum 12 days of paid vacation, plus 10 sick days and 14 U.S. holidays
- Free covered parking

To Apply

Please send cover letter and resume to Careers@dinispheris.com.

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