



A PURPOSE-DRIVEN WORKFORCE.  
A STRONGER COMMUNITY.

# Nonprofit Project Leader Description

Before kicking off your project, it is important to identify the person on your staff who will serve as point person for the volunteer(s). You might be inclined to consider the individual on your team who manages traditional volunteer engagements. Keep in mind that pro bono initiatives require a different set of skills than traditional volunteer management, often unique to the project that you're undertaking.

This role is also a **great professional development opportunity for a staff member**, where he/she could hone project management skills, gain exposure to new sectors, and deepen functional area expertise. Consider if this could be a development opportunity for your staff, and check out what makes for a great nonprofit project lead below!

## The staff member you assign should have...

- **Significant exposure to the project focus area** (i.e. your technology staff for a database project)
- Ability to **quickly respond** to ensure project momentum. Hint: Your Executive Director is usually not the best choice for this reason!
- Ability to quickly **make or facilitate the decisions** necessary within a project to move it forward
- **Comfort providing feedback** and pushing back if the volunteers are off course on their deliverable
- **Adaptability and a cross-sector perspective** to help bridge the perspectives of your organization and your volunteers
- A **focus on relationship development**, and seek to cultivate your skilled volunteers to be engaged with your organization long term
- The **trust of your staff** to know what's best for your project and your organization. Hint: This is usually not your summer intern!