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

Salary Range: Base salary (annualized): $58,000–$68,000, commensurate with qualifications

About Dini Spheris

Dini Spheris is a leading national nonprofit consulting firm based in Houston, Texas, specializing in philanthropic campaigns, strategic planning, fundraising programs and leadership development. With more than 50 years of experience, we partner with clients to advance their missions and achieve transformational results.

Position Overview

The **Consulting Projects Manager (CPM)** is a key member of a Dini Spheris consulting team, serving as the administrative and logistical hub across multiple concurrent client engagements. Client teams typically include a Principal and one or more Consultants, supported by one CPM.

The CPM supports client project management and internal initiatives, contributing to all aspects of client work—from preparing materials and coordinating meetings to conducting research and tracking next steps. This role includes regular participation in client meetings, requiring the ability to engage in real-time discussions and support follow-up. The CPM should also be comfortable presenting to clients and small groups in both client and educational settings.

A successful CPM manages multiple projects across clients, meets deadlines proactively and delivers high-quality service in a collaborative environment. The role requires strong self-management, including balancing desk-based work with frequent client interaction and adapting priorities as needs evolve. CPMs are supervised by a Principal and receive direction and mentorship from Consultants.

Key Responsibilities

- Manage project timelines for multiple client engagements
- Coordinate calendars, meetings and project activities
- Prepare agendas, reports and client materials
- Participate in client meetings and strategy discussions

- Conduct donor and prospect research
- Track moves management and maintain action items for multiple team members and clients
- Write and edit a variety of materials, including reports and proposals
- Support development of campaign materials and communications
- Provide logistical and tactical support as needed

Qualifications & Skills

- Two or more years of experience in nonprofit fundraising or a related field
- Ability to manage multiple projects and deadlines with initiative and organization
- Excellent written and verbal communication skills
- Strong attention to detail in written and financial documents
- Sound judgment and the ability to tailor work to distinct client needs
- Collaborative, professional and mature approach to work
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Experience with shared digital platforms and virtual meeting tools (Zoom, Teams)
- Familiarity with research tools or willingness to learn systems such as wealth screening and Salesforce
- A bachelor's degree (B.A. or B.S.) or equivalent

Compensation & Benefits

- Base salary (annualized): $58,000–$68,000, 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.

Dini Spheris
2727 Allen Parkway, Suite 1650
Houston, TX 77019

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