



TrustBridge global

MAKING
GLOBAL
GIVING
EASY



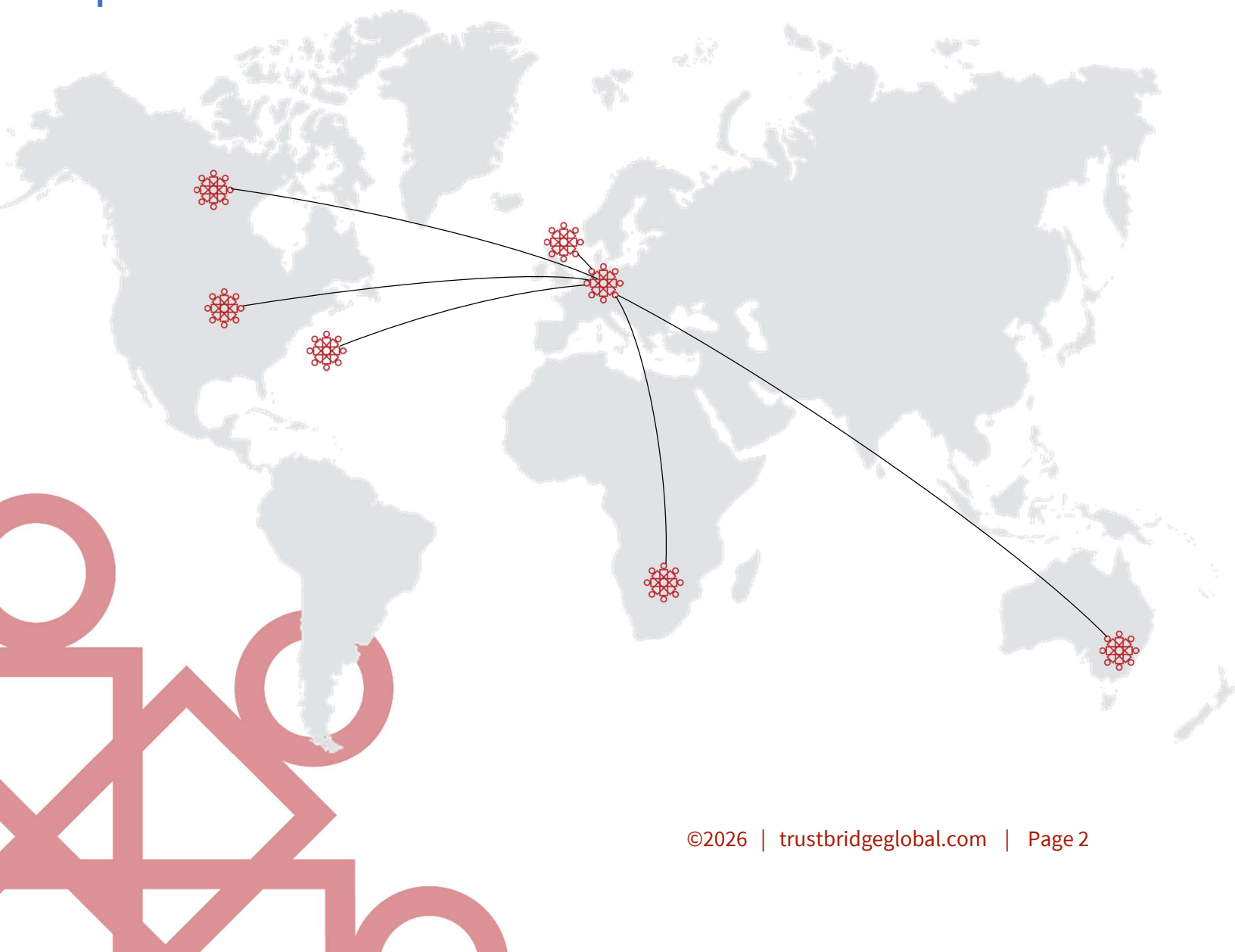
MAKE YOUR
IMPACT ON
THE WORLD

Project Manager

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

OUR MISSION IS TO **MOBILISE RESOURCES**
BY **MAKING GLOBAL GIVING EASY.**

WE DO THIS BY CREATING A **GLOBAL**
NETWORK OF GENEROUS COMMUNITIES.



Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES
EVERYWHERE** HAVE ALL THEY NEED TO
ACCOMPLISH THEIR MISSION.



There are trillions of dollars, euros, and yen in the hands of generous people around the world, more than enough to make a significant difference in the lives of people around the world – TrustBridge will get those resources moving.





Put People First

The world tells us that we need to decide between benefiting ourselves or benefiting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

Trust Our People to Act

We believe in our people – their gifts, skills, and worth – and therefore we trust our people. We are self-starters and take action without waiting to be told. But not necessarily on our own – we listen and collaborate. We provide everyone with the training, strategic clarity, and radical information sharing necessary to make wise decisions.

Find a Way to Say Yes

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say “no, we can’t do it”.

Move as Fast as Possible, but Not Faster

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more.

THE FOLLOWING OPPORTUNITY IS FOR A PROJECT MANAGER WITH A FOCUSED SET OF RESPONSIBILITIES.

DESIRED OUTCOMES

Someone excelling in this position will:

1. **Deliver projects with excellence in execution and outcomes:** A successful Project Manager will consistently deliver projects on time, within scope, within budget, and at the highest quality standards. They will ensure that all milestones and success metrics are clearly defined, tracked, and achieved. This level of execution excellence will result in predictable delivery, reduced operational risk, and increased organizational confidence in project outcomes.
2. **Drive agile, value-oriented delivery:** An effective Project Manager will embrace agile methodologies, ensuring that deliverables are released in iterative increments that provide immediate and measurable value. They will use feedback loops and real-time insights to continuously refine outputs and inform future development. This approach will accelerate impact, reduce wasted effort, and ensure that projects remain responsive to evolving organizational needs.
3. **Strengthen cross-functional coordination and accountability:** The Project Manager will enable seamless collaboration across cross-functional teams and external partners by establishing clear communication channels, defined roles, and accountability structures. By aligning stakeholders and maintaining transparency, they will reduce friction, eliminate silos, and ensure that all contributors are working toward shared objectives. This will result in more efficient execution and stronger team cohesion across the organization.
4. **Proactively identify and mitigate risks:** A high-performing Project Manager will anticipate risks early and implement effective mitigation strategies before issues escalate. They will maintain structured risk tracking and contingency planning throughout the project lifecycle. This proactive approach will minimize disruptions, protect timelines, and ensure consistent progress even in complex or uncertain environments.

5. **Enhance stakeholder visibility and decision-making:** The Project Manager will provide stakeholders, including the Office of the CEO, with timely, concise, and actionable updates. By translating complex project information into clear insights and recommendations, they will enable faster, better-informed decision-making. This will increase leadership confidence and ensure that projects remain aligned with strategic priorities.
6. **Ensure adoption and sustained impact of solutions:** A successful Project Manager will go beyond delivery by ensuring that solutions are fully adopted, integrated into operations, and delivering sustained value. They will collaborate with stakeholders to support implementation, monitor outcomes, and address adoption challenges. This will ensure that project outputs translate into real, lasting organizational impact rather than one-time deliverables.
7. **Institutionalize learning and continuous improvement:** The Project Manager will systematically capture lessons learned and identify process improvements across projects. They will ensure that insights are documented, shared, and applied to future initiatives. This continuous improvement mindset will strengthen organizational capabilities, improve efficiency over time, and elevate overall project performance.
8. **Increase stakeholder satisfaction and trust:** An effective Project Manager will foster strong relationships with stakeholders by delivering a transparent, well-managed project experience. Through structured feedback and consistent engagement, they will ensure that stakeholder expectations are met or exceeded. This will result in higher satisfaction, stronger trust, and increased willingness to support future initiatives.
9. **Execute effective change management:** The Project Manager will design and implement comprehensive change management strategies that prepare stakeholders for new processes, tools, systems, or ways of working. They will ensure that stakeholders are informed, trained, and supported throughout transitions. This will reduce resistance, accelerate adoption, and ensure smooth integration of changes into the organization.
10. **Align projects with mission and strategic priorities:** A strong Project Manager will ensure that all projects are aligned with TrustBridge Global Foundation's mission and strategic goals. They will continuously evaluate whether initiatives contribute to meaningful impact and adjust direction as needed. This alignment will ensure that resources are focused on high-value efforts that advance the organization's global mission.

JOB SUMMARY

The Project Manager serves as a key operational leader responsible for driving the successful execution of high-priority business initiatives across the organization. Working closely with the Office of the CEO, this role ensures that projects are aligned with strategic priorities and delivered with excellence.

The Project Manager acts as a central coordination point across cross-functional teams, facilitating communication, managing timelines, and ensuring accountability at every stage of the project lifecycle. By bringing structure, clarity, and discipline to execution, this role enables the organization to deliver initiatives efficiently and effectively.

This role is essential for translating strategy into action, ensuring that projects not only meet defined objectives but also deliver meaningful, sustained impact in support of TrustBridge Global Foundation's mission.

KEY RESPONSIBILITIES

1. Project Planning and Execution
 - Lead the end-to-end planning, execution, and delivery of assigned projects.
 - Define project scope, objectives, timelines, resources, and success metrics.
 - Ensure projects are delivered on time, within scope, and within budget.
2. Cross-Functional Coordination
 - Serve as the primary liaison between leadership, cross-functional teams, and business stakeholders.
 - Coordinate efforts across departments and external partners to ensure alignment and accountability.
 - Facilitate regular project meetings, updates, and decision-making forums.
3. Stakeholder Management and Communication
 - Provide clear, concise, and timely updates to stakeholders, including the Chief of Staff and CEO.
 - Translate complex project details into actionable insights and recommendations.
 - Manage stakeholder expectations and ensure alignment throughout the project lifecycle.
4. Agile Delivery and Continuous Improvement
 - Implement agile or iterative approaches to deliver value incrementally.
 - Incorporate feedback loops to refine deliverables and improve outcomes.

- Drive continuous improvement in project management processes and execution.
5. Risk and Issue Management
 - Identify, assess, and proactively mitigate project risks.
 - Maintain risk and issue logs, ensuring timely resolution and escalation when necessary.
 - Develop contingency plans to minimize disruption to timelines and deliverables.
 6. Change Management and Adoption
 - Develop and execute change management plans to support successful implementation of new initiatives.
 - Ensure stakeholders are prepared, trained, and supported through transitions.
 - Monitor adoption and address barriers to successful integration into operations.
 7. Performance Tracking and Reporting
 - Establish and track key performance indicators (KPIs) and success metrics for all projects.
 - Monitor progress against milestones and adjust plans as needed to ensure successful delivery.
 - Report on project outcomes, impact, and lessons learned.
 8. Strategic Alignment and Impact
 - Ensure all projects align with TrustBridge Global Foundation's mission and strategic priorities.
 - Evaluate project outcomes to confirm they deliver meaningful and measurable impact.
 - Support leadership in prioritizing initiatives based on organizational goals.
 9. Knowledge Management and Process Improvement
 - Document lessons learned, best practices, and process improvements.
 - Share knowledge across teams to enhance future project execution.
 - Contribute to building scalable and efficient project management frameworks.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Knowledge

- Strong understanding of project management principles, tools, and methodologies
- Familiarity with project delivery cycles and cross-functional project execution.
- Understanding of nonprofit operations, philanthropic funding, or grantmaking processes (preferred).

Skills

- Excellent project planning, scheduling, and tracking abilities.
- Strong verbal and written communication skills, with the ability to present complex information clearly to non-technical audiences.
- Analytical and problem-solving skills to anticipate challenges and identify effective solutions.
- Proficiency in project management software

Abilities

- Lead cross-functional teams with diplomacy, clarity, and focus.
- Manage multiple stakeholders and balance competing priorities.
- Work under pressure and meet tight deadlines without compromising quality.
- Navigate both technical and non-technical discussions effectively.

Personal Characteristics

- Mission-driven, with a genuine commitment to the values of the company
- Proactive and self-motivated, with a bias for action and results.
- Collaborative and inclusive, fostering trust and strong relationships across teams.
- Adaptable, resilient, and comfortable with ambiguity and change.

EDUCATION, TRAINING, EXPERIENCE

- Bachelor's Degree
- 3+ years of project management experience, including direct experience managing strategic business-related projects.
- Project Management Professional (PMP), PRINCE2, or Agile certification (e.g., CSM) strongly preferred.
- Proven track record of delivering complex projects in a fast-paced, mission-oriented environment.
- Experience in the nonprofit or philanthropic sector is a plus.

WORK ENVIRONMENT AND OTHER REQUIREMENTS

- Regular workdays run from roughly 1700 – 0200 (PH Time) to maximize the overlap with European and US Eastern Time work hours (time spent outside regular work hours will be offset against regular workdays)
- Ability to communicate and exchange information, collect, compile, and prepare work documents, as well as set up and maintain work files
- Benefits include paid time off, paid holidays, employer contributions to health insurance, and annual bonus. Future retirement benefits are anticipated.

Contact (recruiting@trustbridgeglobal.com) to find out more.





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GIVING | IMPACT | GLOBAL