



# PHILANTHROPY MANAGER

Full Time | Salaried

## ABOUT PROJECT PLACE

Project Place promotes a community of hope and opportunity for homeless and low-income individuals by providing the skills, education and resources needed to obtain and sustain employment and housing. For over 50 years, Project Place has been a resource for individuals who are experiencing homelessness in Boston. Through innovative programming, including social enterprises, we facilitate the successful transition of individuals to economic self-sufficiency. Comprehensive programming consists of classroom instruction, credential training, case management services, housing and job placement, retention and career services.

## ABOUT THIS ROLE

The Philanthropy Manager is a driven, creative fundraising professional who brings energy and strategy to everything from standout events to meaningful donor engagement. This role leads the charge on *Climb for a Cause*, Project Place's signature fundraising event, while also steering year-round stewardship and cultivation efforts that keep supporters inspired and connected. We're looking for a detail-loving team player who's proactive, collaborative, and passionate about building strong donor relationships and smart development strategies that drive impact. If you're passionate about designing and executing strategic fundraising initiatives that create lasting impact, this role offers the perfect opportunity to lead and grow within a mission-driven organization.

## WHAT YOU'LL DO

### Fundraising Event Management

- Lead the strategic planning, execution, and evaluation of Project Place's signature event managing every phase from concept development to post-event analysis.
- Design and drive comprehensive event strategies—establishing timelines, budgets, assigning staff and volunteers, managing logistics, and defining clear success metrics.
- Oversee all event vendor relationships, including venues, catering, photography, and additional service providers, ensuring quality, cost-effectiveness, and seamless coordination.
- Empower peer-to-peer fundraisers with compelling messaging, resources, and ongoing support to maximize reach and revenue.
- Partner with the philanthropy team – including the Executive Director - to exceed fundraising goals through high-impact sponsorships and peer-to-peer campaigns.

### Donor Engagement, Appeals & Stewardship Management

- Collaborate with the Director of Philanthropy to design and implement a strategic donor engagement plan aligned with organizational fundraising goals.
- Lead digital and print fundraising campaigns - including Giving Tuesday and year-end campaigns - with a focus on donor retention, acquisition, and long-term growth.
- Coordinate targeted cultivation and stewardship events and initiatives that deepen donor engagement and align with the organization's mission and goals, including cultivation tours and small group stewardship events.

### Data Integrity & Compliance

- Ensure accurate and timely entry of all fundraising activities in customer relations management database - including opportunity stages, ask amounts, deadlines, and outcomes - to maintain reliable revenue forecasting and pipeline management.
- Oversee the integrity of Project Place's online donor platform for all revenue-generating events, ensuring clean, consistent data for both internal tracking and external communications.

- Generate regular development reports and dashboards to support data-driven decision-making, performance tracking, and strategic planning.

## **KEY QUALIFICATIONS**

- 3–5+ years' experience in fundraising, event planning, or donor relations.
- Proven ability to plan and manage fundraising events, including logistics, vendors, and budgets.
- Excellent written and verbal communication skills for donor engagement and appeals.
- Strong interpersonal and relationship-building skills with diverse stakeholders.
- Highly organized, detail-oriented, and able to manage multiple deadlines.
- Self-starter who works well both independently and collaboratively.

## **ESSENTIAL QUALITIES**

**Communication** - Responds to and exchanges ideas clearly and effectively through writing, speaking, and presentations. Shares appropriate and timely information to keep others informed and engaged. Demonstrates active listening and is seen as approachable and open to dialogue.

**Teamwork** - Values the perspectives and contributions of others; offers support when needed and collaborates effectively as a member of a team. Balances individual responsibilities with group objectives to achieve shared goals and fosters a cooperative and respectful team environment.

**Problem Solving** - Analyzes issues to identify root causes, considers alternative approaches, and develops effective solutions. Identifies critical factors, generates creative options, and incorporates diverse perspectives as part of the problem-solving process.

## **WORK ENVIRONMENT**

This position is full-time with availability for occasional evening and weekend work and is located at Project Place Headquarters in the South End neighborhood of Boston. The role requires 4 days per week in the office, with flexibility for remote work one day per week.

## **COMPENSATION & BENEFITS**

The salary range for this position is \$69,000 to \$75,000 and is commensurate with experience. Project Place offers a comprehensive benefits package.

## **HOW TO APPLY**

To apply for this position, please submit a resume and thoughtfully written cover letter to Leah McLean, Director of Philanthropy at [lmclean@projectplace.org](mailto:lmclean@projectplace.org).

## **EQUAL OPPORTUNITY STATEMENT**

Project Place is an equal opportunity employer, and we encourage candidates of color, women, LGBTQ+, low-income, and non-college degree holders to apply. Project Place prohibits unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, genetic characteristics, disability, status as a special disabled veteran or veteran, marital status, sexual orientation, sexual identity or any other basis prohibited by law.