

PROJECT PLACE

Director of Philanthropy

About Us

Since 1967, Project Place has been dedicated to serving the needs of Boston's most vulnerable populations. Today, our mission is to empower individuals experiencing homelessness, justice system-involvement, or poverty to obtain economic self-sufficiency through employment. In order to equip our clients with the skills to secure jobs that provide a living wage, we provide comprehensive workforce development training, culminating in transitional employment in one of our small businesses.

Position Summary

As Director of Philanthropy you will work in partnership with the Executive Director to cultivate a culture of philanthropy that stewards new and existing donors to support the mission and vision of Project Place. As a key representative of Project Place, you will engage a broad spectrum of funders, partners, and supporters as the organization continues to grow and diversify its revenue streams. Through this role, you will lead the near-term direction and management of fundraising efforts across individual givers, foundations, grants, and event-based funding sources. You will serve as a strategic leader, setting a multi-year fundraising strategy to grow the base of support for Project Place, with a keen focus on corporate philanthropy, while also envisioning how the development team is best structured to meet ambitious goals over the next five years.

The Director of Philanthropy reports to the Executive Director and will work closely with members of the senior team and in partnership with the Board of Directors. You will also supervise a team that includes an External Relations Manager, a Philanthropy Coordinator, and oversee the relationship with the outsourced grant writer and database manager.

As Director of Philanthropy, you will be mission-focused and results-oriented; competitive in driving towards success. You will lead with clear goals in mind and can motivate, train, and inspire the development team and colleagues to meet annual and multi-year fundraising goals.

Responsibilities

- **Setting Development Strategy and Execution:** Analyze our current approach and, in collaboration with the Executive Director and the Board, implement a development strategy to grow philanthropic support from a broader base of donors.
- **Oversee Project Place's Funding Streams:** You will be responsible for the oversight and quality control of Project Place's foundation and government grants portfolio, individual donor outreach strategies, and our major annual event, Climb for a Cause.

- **Management and Collaboration:** Manage and evaluate the development team while working collaboratively with the Executive Director to meet Project Place's fundraising goals. As a member of the senior leadership team, you will work closely across departments to help inform the organization's operations and provide support to the larger Project Place team.
- **Systems and Efficiency:** Ensure that Project Place's development systems and staff work efficiently and systematically while prioritizing systems change in line with Project Place's development and strategic plans.
- **Connecting with New Sources of Philanthropic Support:** Strategize and implement plans to increase fundraising from a broader base of support and cultivate new donors, including corporate funders, individual major gifts, and volunteers.
- **Board and Committee Support and Development:** In partnership with the Executive Director, cultivate Board Members and other committee volunteers as fundraisers in support of Project Place's mission.

Qualifications

- Senior-level development and management experience gained in high-growth, fast-paced organizations; direct experience with fundraising and grant writing required
- Demonstrated success raising funds from all donor sources – individuals, foundations, corporations, and community groups – with a solid track record of achievement soliciting support from individual donors
- Experience managing and implementing all aspects of development work: events, grant writing, appeals, data analysis and management, and direct mail
- Extensive management experience, including hiring, supervising, and motivating staff
- Experience supporting and working with a Board of Directors
- Strong analytical skills and use of data to drive fundraising, partnership decisions, and forecasting
- Excellent writing and editing skills with the ability to reflect Project Place's brand in written communications, emails, and storytelling
- Excellent problem-solving, operational, and communication skills; comfort with pivots to harness opportunity to advance our work
- Intellectual depth, maturity, and the ability to collaborate effectively with colleagues, board members, and external partners
- Commitment to Project Place's mission to end homelessness by providing pathways to attain jobs, housing, and hope

EEO Statement

Project Place is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, or any other characteristic protected by law.