



PROJECT MANAGER – Fundraising

Fairmount Ventures (fairmountinc.com) is a social impact business launched in 1992 to help nonprofits grow and thrive. Core services for nonprofits, public agencies, and philanthropy include: strategic and business planning, resource development and capital campaigns, executive search, program design and assessment, and mergers and affiliations. Clients benefit from our expertise in: arts and culture; civic and community-building efforts; early childhood, K-12 and higher education; youth development; healthcare; housing; human services; sustainable communities; and workforce development. Fairmount has been a thought partner to over 400 organizations, helped raise over \$750M in new funding, and is sought for our deep understanding of the Philadelphia region and rich set of connections that benefit clients.

Position Overview

Fairmount is adding a Project Manager to our growing team. This position supports a full range of projects with a primary focus on planning and executing all aspects of fundraising programs (individual and institutional giving) and capital campaigns. The position is ideal for an experienced and intellectually curious individual that understands the nuance of and enjoys major gift fundraising, particularly capital campaigns, but does not want to be the face of an organization. S/he is energized by complex questions and being part of a multi-disciplinary, diverse team, excellent at 360 communication, and capable of both strategic thinking and maintaining a high volume of tactical data. S/he thrives in situations where there is a need to keep many things moving at once.

Responsibilities

DESIGN & STRATEGIZE – Help develop fundraising and campaign strategies, to include creating the structures and tools needed to execute them, as well as nuanced tactical approaches for specific donors and funders. Vet and prioritize ideas and opportunities with colleagues and clients (and, as relevant, their Board and/or committee members). Offer in-the-moment advice to clients as opportunities arise and as their donor relationships evolve. While there will be a sharp focus on major gifts from individuals, the position will also develop and execute positioning strategies for institutional funders (including foundations, corporations, and government sources).

WRITE – Write in many different styles and voices on behalf of clients and their committee members. Products include feasibility studies, reports to clients based on team research and analysis, federal grant applications, foundation proposals, major donor specific communications, scripts, and talking points.

RESEARCH & ANALYZE – Analyze client donor program, budget & resource development data; conduct funder, market, and competitor analysis; research and evaluate funding, donor and board prospects. Develop and model donor gift projections.

COMMUNICATE – Represent Fairmount to clients and serve as day-to-day contact; manage clients' funder and donor outreach; engage in and help facilitate client meetings; work independently and collaborate on teams with Fairmount staff.

MANAGE – Balance a diverse portfolio of work with an average of 5-7 clients; oversee junior supporting staff on select client teams; develop and maintain project workplans; track work activities and proactively report to senior client leads.

Qualifications

- At least 5 years' direct experience in fundraising, a portion of which is focused on major gifts and helping to manage Board (or committee member) fundraising efforts
- Deep understanding of the nonprofit and philanthropic sectors

- Superior writing skills; excellent research, analytical and organizational skills
- Facility and comfort with quantitative data and information
- Ability to work independently as well as collaboratively
- Experience managing broad-scale projects & processes and overseeing and mentoring junior staff
- Ability to translate abstract concepts into cogent written products
- Portfolio of relevant, original written materials

Compensation

Compensation is commensurate with experience.

To Apply

Please submit a cover letter, resume, 3 original and relevant professional writing samples, and three professional references to info@fairmountinc.com. Please write "Project Manager" in the subject line.