About Project 351:

Project 351, an independent 501(c)(3) nonprofit, believes eighth graders have the unlimited potential to be remarkable agents of change in their community and our world. Since 2011, our mission is to inspire, enrich, and develop a rising generation of leaders who put courage, compassion, and community first. We are inspired by the innate goodness of young people who eagerly seek a platform to make a difference. And, are motivated by their ability to unite and transform their communities through service.

Annually, eighth grade Ambassadors are selected to represent each of the 351 cities and towns in Massachusetts by hometown educators for an exemplary ethic of service and the values of kindness, compassion, humility, and gratitude. We place a special premium on unsung heroes and quiet leaders, and the rich diversity of our Commonwealth.

For a year’s term, Project 351 invests in the Ambassadors’ capabilities and inspires their sense of possibility through customized service experiences, results-driven leadership training, and exposure to issues, role models, and opportunities that challenge, inspire, and enrich.

Our organizational culture is built upon gratitude, inclusion, collaboration, and excellence. These tenets inform every aspect of our strategy, communication, and engagement with our young leaders. We strive to build an inclusive organizational culture that reflects these principles and models Dr. Martin Luther King Jr.’s vision of the Beloved Community. To learn more, please visit our website: https://project351.org/

Development Manager:

Project 351 is seeking an experienced development professional to manage and enhance our development systems and advance our fundraising goals.

The Development Manager will lead our grant writing efforts and manage our development database and systems. The Development Manager will work closely with organizational leadership to set development priorities and plan and execute fundraising initiatives.

The Development Manager will be responsible for spearheading the organization’s grassroots fundraising initiatives, with the goal of cultivating key stakeholder groups (i.e.: Alumni, educators, families) as both donors and fundraisers to support the organization’s mission.

The Development Manager will report to the Director of Development & Administration.
Responsibilities:

Grant Writing:
- Lead all aspects of the grant research and writing process.
- Identify potential grant opportunities and coordinate with Executive Director and Director of Development and Administration on strategy for grant proposals.
- Manage proposal writing process and coordinate editing/review process.
- Prepare presentations and materials for meetings with current donors and prospects.

Partner Stewardship:
- Steward key investor partnerships to ensure impact, engagement, and partner retention.
- Create and manage communications tools required for partner engagement and impact reporting.

Marketing & Communications:
- Lead design, development, production, and distribution of Project 351 annual report.
- Manage design and production of marketing and communications materials for fundraisers and investment materials for Project 351 programs.

Development Administration, Research & Analysis:
- Responsible for managing and enhancing systems for donor prospecting, solicitation, and stewardship, including management and execution of donor gratitude strategy.
- Research potential donors to underwrite Project 351 programming and develop strategies for donor outreach.
- Manage and enhance Development dashboard of financial and engagement objectives and quarterly results.

Development Strategy & Development Committee Engagement:
- Work with organizational leadership and Development Committee to identify annual fundraising priorities, plan development calendar, and set quarterly revenue targets.
- Manage preparation for quarterly Development Committee meetings and quarterly Advisory Board Meetings, including presentations, reports, and supporting materials.

Grassroots Fundraising:
- Develop and execute strategy for grassroots fundraising and engagement of key stakeholder groups (Alumni, family members, educators) to invest in mission.
- Plan and execute annual campaign of online appeals, with Executive Director and Director of Development & Administration.
Qualifications:

- **Passion for youth development:** believes in the unlimited potential of young people as agents of change in their community and our world.
- **Mission-driven:** motivated by devotion to cause greater than self.
- **Values of community:** demonstrates Project 351’s core values of kindness, compassion, humility, and gratitude.
- **Entrepreneurial spirit:** embraces start-up environment. Leader who is a creative thinker, solution-oriented, effective at prioritization, and enthusiastic in a high-energy, values based work environment.
- **Capacity builder:** embraces culture of innovation and opportunity to build strategies, systems, and processes that advance mission and strengthen programmatic pillars. Strong project management skills with ability to manage complex initiatives.
- **Professional communication:** writes clearly and effectively for multiple audiences. Strong verbal presentation skills and comfortable engaging with a wide variety of stakeholders and representing organization at events and meetings. Ideal candidates will have experience in grant research and writing.
- **Standards of excellence:** reflects and pursues the highest standards of excellence. Organized, detail-oriented, and strives to learn and develop new skills.

Compensation and Benefits:

Compensation will be commensurate with experience. Project 351 will contribute 100% of the cost of health insurance premiums for a plan purchased on the Massachusetts Health Connector. Project 351 will also contribute a 3% match towards a SIMPLE IRA retirement plan.

Due to Project 351’s unique model -- decentralized to 351 local communities -- events, service initiatives, and required meetings often take place on weekends and during the evenings. To compensate for this level of dedication, Project 351 offers a flexible work schedule. We offer 8 paid weekdays off, plus 12 vacation days. In addition, our office is closed the week of July 4th and on Fridays in July.

Project 351 is committed to continuous learning and professional development. We will seek out opportunities for the Development Manager to learn from members of our rich and diverse community of stakeholders.

How to Apply:

To apply, please email careers@project351.org and attach a resume and a cover letter. Please make the subject of your email, “FirstName_LastName_Development Manager.”