



Job Description, 8/11/2023

Position Title: National Sales and Fundraising Manager
Location: Remote

If you're passionate about creating real impact in our communities, consider Project Access as the next step in your career. Driven by a mission to provide residents of affordable housing communities the opportunity to achieve self-sufficiency and maximize their full potential, we are committed to being a great place to work for a diverse workforce of people committed to a meaningful cause. Whatever your role at Project Access, you will play an essential role in helping us cultivate strong communities, positive changes, and hopeful futures.

About us:

Project Access provides on-site health, education, and employment services to over 22,000 children, families, and seniors living in affordable communities across the country. Our goal is to provide families and seniors with the tools needed to stabilize their lives while providing an array of services such as Health, Education, and Economic stability. Project Access operates over 90 Resource Centers in 16 states with over 130 employees and growing.

Our Core Values: • Respect & Support • Empowerment • Integrity • Teamwork & Collaboration

The opportunity:

Reporting to the Senior Director of Development responsible for the organization's fundraising, you will be researching, planning, prospecting, stewarding, cultivating, and securing additional corporate funding. You will support the fund development team in achieving the annual strategic funding goal.

What you will be doing:

Fundraising

- Develop a strategy that identifies targets such as financial institutions, corporation prospects, and community partners in localized regions to enhance the short- and long-term diversified funding base.
- Obtain and secure additional corporate funding.
- Identify, recruit, cultivate, nurture, and solicit financial support from corporations and maintain ongoing existing relationships.
- Contact new and existing corporate donors to discuss needs while emphasizing the value of Project Access and its features to support.
- Assist the fund development team in the creation of a future corporate fundraising plan that details strategy, funding sources, tactics, targets, timelines, direct and indirect costs, and projected income.
- Cultivate corporate prospects in highly saturated regional locations.
- Participate on fundraising committee to formulate and implement policies and plans to meet the organization's short- and long-term goals.
- Retain and identify prospective corporations, lead generation and conversion.
- Implement a corporate gift giving strategy, including creation and management of a caseload of prospects with the capacity to make substantial gifts.
- Secure corporate sponsors for all Project Access events.

- Oversee Adopt a Resource Center program, including research, solicitation, stewardship, and asking for renewals.
- Establish strategic partnerships to strengthen our national presence (i.e., Starbucks, Walmart, Target, grocery stores, etc.).
- Provide necessary tours to potential funders.
- Educate and motivate the Board of Directors and other volunteer leaders to be active in identifying, cultivating, and soliciting prospective corporations.
- Provide the Board, volunteer leaders, and CEO & President with adequate support and tools to engage in corporate sales.
- Work with Marketing to obtain market research to create sales pitches and materials that best reach the target market.
- Work with fund development team to create the marketing plan for campaigns.

Leadership and Management

- Raise the public profile of Project Access by serving as a spokesperson and advocate for the organization, as well as a being a visible, visionary, and influential leader in the community.
- Oversight of all relevant budget lines and participate in annual budget process.
- Oversee and manage relationships with external resources, such as contractors, vendors, committees, volunteers, etc., that support efforts under this position’s scope.
- Keep an ongoing dashboard of metrics updated regularly. Define what metrics should be measured to ensure all meaningful elements are measured.
- Attend industry events and conferences to maintain a robust network.
- Keep employees motivated through use of compassion and other interpersonal skills.
- Teach the team closing techniques and how to negotiate for the best possible deal.

What you will bring along:

- Bachelor’s Degree in business administration, business management, or related field.
- Demonstrated three to five years of experience in a corporate sales role or non-profit fundraising/development role. Bonus points if you have both.
- Demonstrated knowledge of (CRM) software, sales analytics (salesforce) or databases for recording and tracking prospects and funding, and track communications between the team and the clients.

Credentials/Certifications

- Successful completion of background check.
- Valid CA Driver’s License, clean driving record, and current automobile insurance.

Bonus points for...

- Knowledge of CRA requirements.
- Social impact knowledge, programmatic knowledge/experience in social services or education

This job may be a great fit for you if:

- You are a hunter with a relentless drive to propel your organization to the next level
- You have a strong business acumen, ability to prospect strategically, active listening skills, effective communication, relationship building, and negotiation skills.
- You are a hard worker with a high energy level; a “doer” with willingness to work hands-on in developing and executing a variety of sales strategies.
- You are confident, resilient, empathetic, with an entrepreneurial spirit.
- You have the proven ability to work independently and exercise initiative to keep all stakeholders informed.
- You maintain confidentiality and use good judgment, discretion, and sensitivity while handling issues.

Location: Remote (based in AZ, CA, CO, FL, GA, TX or UT)

Schedule: Full-time, Monday – Friday, includes evenings and weekends as needed

Travel: includes travel to various US states to meet with corporations, funders, bank representatives, and visit our resource centers. Up to 50% travel.

What we can offer you:

Annual Compensation: \$80,000, plus bonus

Benefits:

- Project Access pays for 100% of employee’s premiums for medical, dental plan, term life insurance, long term disability, and EAP. Vision and voluntary life insurance available at employee cost.
- We offer Paid Time Off and 14 paid holidays
- We offer a Safe Harbor 401(k) with 4% match.
- The ability to make a difference in the lives of people in communities across the country.
- You will be part of a growing, diverse, inclusive workforce, dedicated to creating positive changes for our residents. We commit to creating an inclusive environment where all can thrive, regardless of age, gender, orientation, sexual orientation, religion, or disability.

Excited about this opportunity? We’re excited to meet you! **To apply**, please send your resume and a cover letter highlighting your sales and fundraising experience to anaccarato@project-access.org with “Sales & Fundraising Manager” in the subject line.

The above list of job duties is not exclusive or exhaustive and the job holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the position.

Equal Opportunity: Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.

Project Access participates in E-Verify