



Development Specialist at Project Adventure, Inc.

Location: Beverly, MA; hybrid option available

Reports to: Executive Director

General Description: This is a full-time position conducting development and fundraising efforts at Project Adventure (PA). The Development Specialist will be responsible for executing PA's annual development calendar, including special events, grant applications, and donor stewardship. In keeping with the culture of Project Adventure, the Specialist will be a thoughtful, creative and relationship-focused fundraiser. This role will collaborate closely with the Executive Director, the Chief Financial Officer, a passionate Board of Directors, and the other managers and directors in the organization.

About Project Adventure: Project Adventure (PA) has been a leading organization in experiential education since 1971. We provide adventure-based learning experiences and tools to promote growth in individuals, schools, healthy communities, and effective organizations. Our work includes evidence-based curriculum and professional development for teachers; transformative facilitation of student groups; and retreats and staff training for nonprofits and corporate partners. We use challenge courses (ropes courses, climbing walls, etc.) as a powerful tool for adventure-based learning, and we are a world leader in the design, installation, inspections and repair of challenge courses for schools and other clients. We are headquartered in Beverly, Massachusetts, but we partner with schools and organizations all around the world.

Responsibilities Include:

- Follow the annual calendar of development activities that guides Project Adventure's fundraising efforts year-round.
- Donor relations:
 - Track donor participation in our database.
 - Manage donor communications.
 - Conduct donor research and maintain a prospect list.
 - Set up meetings for the Executive Director with current or potential donors.
- Plan and execute special events, including an annual "Un-Gala" fundraiser and smaller stewardship events throughout the year.
- Track and continue to develop the annual grant application calendar.
- Write or co-write grant applications with the Executive Director and other staff.
- Craft and distribute external communications (email, social media, and print) about Project Adventure's impact to encourage giving and increase our visibility.
- Contribute to a positive workplace culture.
- Other duties as assigned.

Experience and Competencies:

- Passion for the mission of Project Adventure and the ability to serve as an organizational ambassador.
- Experience with grant writing and coordination of large grant applications.
- Event planning and coordination skills.
- Strong communication skills, both writing and interpersonal communication with donors, sponsors, and partners.

- Knowledge of fundraising best practices and a desire to always learn and grow as a professional.
- Strong computer literacy, in particular, familiarity and comfort with fundraising software or other similar databases.
- Self-motivated, detail-oriented, and a good project manager.
- A desire to be a part of a tight-knit community and a committed team of educators, challenge course professionals, and nonprofit leaders working to make the world a better, more just place.

Compensation:

\$54,000-\$62,000 annual salary, commensurate with experience. Competitive benefits package. Hybrid option (partial work from home), a beautiful office space on the shores of Wenham Lake, and a family-friendly work environment.

To Apply:

Email your cover letter & resume to: resumes@pa.org with "Development Specialist" as the subject line. We will contact you if we would like to set up an interview. No phone calls, please.

Project Adventure is an Equal Opportunity, Affirmative Action Employer.