

Fundraising and Communications Manager

About 10,000 Friends of Pennsylvania

10,000 Friends of Pennsylvania is the Commonwealth's leading bipartisan advocate for responsible land use policies that create vibrant, sustainable communities for all Pennsylvanians. We collaborate with community leaders, organizations, and public officials to develop policies and projects that strengthen our economy while protecting natural resources and building resilient communities. Our core values—collaboration, transparency, bipartisanship, and a commitment to equity and inclusion—unite our team as we work toward our vision for land use, transportation, and housing policies that build healthy and walkable communities for all across Pennsylvania.

PA Housing Choices Coalition

In partnership with the Housing Alliance of Pennsylvania, we convene the PA Housing Choices Coalition, a statewide coalition of 60+ local organizations and associations coming together to support bipartisan statewide legislation that will allow more housing choices, making our cities and towns more affordable for all Pennsylvanians. Coalition partners work together to increase awareness of successful policy solutions and resources needed to address the housing shortage in Pennsylvania.

About this role

As our Fundraising and Communications Manager, you'll be responsible for growing 10,000 Friends base of support through corporate sponsorship, organizational donors, and online engagement. This position will report to the Program Director and assist with executing the organizational fundraising, communications and marketing strategies. Working closely with staff and partners, you'll advance program and policy objectives centered in housing abundance, sustainable community development, and resilient mobility and land use practices.

Responsibilities

Fundraising

- Cultivate donor relationships and secure funding for operations, programs, and projects
- Develop and execute a fundraising pipeline for corporate sponsors, grants and organizational donors
- Identify potential grant opportunities and collaborate with the Program Director and CEO to prepare proposals and letters of intent
- Ensure appropriate and timely stewardship and recognition of all gifts
- Partner with leadership to align fundraising strategies and priorities with organizational and programmatic needs.

- Monitor trends and emerging opportunities in the funding landscape, positioning 10,000 Friends of PA to increase its visibility, diversify funding streams, and strengthen long-term institutional support.
- Establish standard operating procedures, systems and protocols for fundraising and communications in partnership with staff
- Manage donor database, ensuring accurate tracking and reporting of gifts, pledges, and acknowledgements
- In cooperation with the CEO and program staff, manage all compliance and reporting requirements for grants and corporate giving
- Manage events related to fundraising and sponsorships, such as the Commonwealth Awards programs, in partnership with the Program Director

Communications and Marketing

- Lead the development and execution of communications and marketing strategies for the organization and coalition priorities that will reliably increase brand awareness and boost engagement and conversion rates
- Connect with media and press to develop and place stories and articles in support of the organizations' projects, programs, partners and policy priorities
- Write articles, email newsletters, website copy, and social media posts in support of program and policy goals
- Respond to comments on our social media and blog posts, monitor user engagement, and foster a positive relationship between our brand and our target audience
- Edit photos and assist with the creation of marketing collateral
- Manage the 10,000 Friends and PA Housing Choices website and organizational contacts using Nationbuilder
- Work with staff to publish blogs and articles on websites
- In partnership with the Program Director, staff and support organizational communications and development committees

What you'll bring to this role...

- 3+ years of nonprofit fundraising and/or communications experience, with demonstrated success in multiple communications channels and fundraising streams (major gifts, grants, events, and campaigns).
- Proven track record of personally soliciting and securing major gifts.
- Exceptional interpersonal, writing, and presentation skills with the ability to articulate a compelling case for support.
- Strong organizational and project management skills, with the ability to juggle multiple projects and deadlines
- Flexibility to pivot and adapt quickly to fluid timelines and changing priorities.
- Ability to think strategically and proactively about new opportunities and risks.
- Proficiency using Nationbuilder and Squarespace or a similar platform and CRM

More details about this position

- **Travel:** This position can be based in Harrisburg or remote/hybrid in Pennsylvania, with regular travel to Harrisburg, Philadelphia, Pittsburgh, Lancaster and other regions of the state for donor visits, coalition meetings, legislative meetings, hearings, and events. Occasional travel throughout Pennsylvania and beyond for conferences and Hill days.
- **Benefits:** 10,000 Friends is pleased to offer:
 - Employee premium healthcare coverage available after 60 days of employment
 - Paid time off, including vacation, paid holidays and sick leave
 - Remote/hybrid environment and flexible working hours
 - Professional development opportunities for all staff
 - Travel and phone reimbursement, and transit benefits
- **Compensation:** \$65,000 annually plus benefits, estimated 32 hours per week

Our commitment to equity

We welcome applicants with all identities and backgrounds - especially those that are often underrepresented or marginalized within non-profits. Your work and life experiences are important perspectives that will help shape our work for the better, and ensure we recommend and implement effective housing policies for Pennsylvania.

We recognize that systemic privilege, racism and oppression exist in our society and we are committed to advancing equity in the workplace, community and public policy. We see diversity, equity, and inclusion as critical to both our mission and to ensure the well-being of the people and communities we serve. We utilize advocacy and policy platforms to bring awareness of systemic injustice. We advocate for change in society by challenging systems and policies that sustain inequity, oppression and disparity. We work toward structural change that supports a diverse, inclusive workplace, empowered staff and families, and healthy communities.

Sound like you?

[If you're excited about raising funds and awareness for an org that makes Pennsylvania a better place to live for everyone, please apply here.](#)