



Philanthropy Manager

Position Overview

TreesCharlotte is seeking an energetic, mission-driven, and relationship-oriented professional to serve as Philanthropy Manager in the Charlotte metro area. This role is ideal for an emerging fundraising or nonprofit professional who is passionate about environmental sustainability, community impact, and building meaningful donor relationships.

The Philanthropy Manager will support and help execute TreesCharlotte's fundraising strategy through donor stewardship, corporate and foundation engagement, grant support, events, and storytelling. The ideal candidate is collaborative, highly organized, creative, and eager to grow within the nonprofit development field.

This position reports directly to the Director of Philanthropy and works closely with organizational leadership, staff, board members, donors, volunteers, and community partners to strengthen philanthropic support for TreesCharlotte's mission.

About TreesCharlotte

TreesCharlotte partners with the community to plant and care for trees, growing a healthier canopy for everyone.

Key Responsibilities

Fundraising & Donor Engagement

- Support implementation of TreesCharlotte's annual fundraising plan and philanthropic strategy.
- Help identify, research, cultivate, solicit, and steward individual, corporate, and foundation donors.
- Manage donor outreach and stewardship activities, including meetings, follow-up communications, and donor recognition.
- Assist in preparing grant proposals, sponsorship materials, donor presentations, reports, and other fundraising communications.
- Maintain accurate donor records and fundraising activity tracking within the donor database.
- Support annual giving campaigns and donor engagement initiatives.
- Manage social media and targeted email fundraising campaigns.
- Develop and implement strategies for recruiting individual donors from supporter base.

Grants & Corporate Partnerships



Philanthropy Manager

- Research prospective grant and sponsorship opportunities aligned with organizational priorities.
- Assist in managing grants calendars, proposal deadlines, reporting requirements, and supporting documentation.
- Help cultivate relationships with corporate partners and community stakeholders.
- Track and execute fulfillment of corporate partner benefits.

Events & Community Engagement

- Assist with planning and execution of fundraising and donor engagement events.
- Support cultivation events, corporate volunteer experiences, and community outreach opportunities that deepen donor and partner engagement.
- Represent TreesCharlotte at community events, meetings, and networking opportunities as needed.
- Serve as point of contact for any third-party events.

Communications & Storytelling

- Contribute to mission-driven storytelling through donor communications, impact updates, social media support, and marketing materials.
- Collaborate with staff to gather stories, photos, and program outcomes that demonstrate community impact.
- Help strengthen awareness and visibility of TreesCharlotte throughout the Charlotte region.

Organizational Support

- Contribute positively to organizational culture through teamwork, collaboration, and proactive communication.
- Support TreesCharlotte programs and seasonal events.
- Assist with additional fundraising and organizational projects as assigned.

Qualifications

Required Qualifications

- 1–3 years of professional experience in fundraising, nonprofit organizations, sales, communications, community engagement, or related fields.
- Passion for environmental sustainability, community impact, and TreesCharlotte's mission.
- Strong written and verbal communication skills with attention to detail.
- Excellent organizational skills and ability to manage multiple projects and deadlines.



Philanthropy Manager

- Ability to build and maintain strong professional relationships with donors, volunteers, and community partners.
- Self-starter with a collaborative and positive attitude.

Preferred Qualifications

- Experience with donor databases or CRM systems and project management platforms (EveryAction and Monday.com experience preferred).
- Experience supporting fundraising campaigns, grants, donor stewardship, or events.
- Graphic design, social media, or marketing experience is a plus.
- Bachelor's degree in nonprofit management, communications, public relations, marketing, business, environmental studies, or a related field preferred.

Compensation & Benefits

- Salary commensurate with experience and Charlotte nonprofit market standards
- Performance-based bonus opportunity
- Full-time position with Saturday and evening responsibilities during planting season
- 50% employer-paid medical insurance
- 100% employer-paid dental and vision insurance
- 2% SIMPLE IRA company contribution
- Competitive PTO schedule with days awarded upfront, not accrued
- 12 additional paid office holidays
- Reduced summer office hours
- Hybrid work and flexible scheduling and commitment to work-life balance
- Opportunity to make a lasting impact on Charlotte's urban forest and community

Equal Opportunity Employer

TreesCharlotte does not discriminate in employment opportunities or practices based on race, religion, color, national origin, ancestry, disability, marital status, age, sex, sexual orientation, gender identity, or any other protected status under applicable law.

To Apply

Interested candidates should send a resume and cover letter to Beth Brodie at beth@treescharlotte.org. Please include "Philanthropy Manager – [Last Name]" in the subject line.

We recognize there is no "perfect candidate," and that passion, potential, and alignment with our mission can be just as valuable as years of experience. We encourage candidates who meet many, but not all qualifications to apply.