



Title: Project Manager
Reports to: Chief Strategy & Communications Officer
FLSA: Exempt
Salary: \$55,000-\$65,000

FBC | Generosity Experts is a strategic consulting firm specializing in philanthropy, nonprofit fundraising, and organizational growth. We partner with mission-driven organizations to design and implement bold, customized campaigns that unlock generosity, deepen donor engagement, and build long-term sustainability. With a collaborative approach rooted in strategy, storytelling, and stewardship, FBC helps clients navigate complex fundraising challenges and turn vision into impact.

Our Story: FBC Generosity Experts

FBC Generosity Experts was born out of a bold vision: to change the way philanthropy is practiced by centering generosity, strategy, and authentic relationships.

Founded by industry leader Fayruz Benyousef, FBC began as a response to a need she saw again and again—nonprofits with big dreams, doing extraordinary work, but without the strategic support to fully realize their potential. What started as a one-woman consulting practice quickly grew into a diverse team of seasoned experts, each bringing heart, expertise, and a deep commitment to social good.

At our core, we believe generosity is a force for transformation—not just for those who receive, but for those who give and lead. That’s why we partner with nonprofit organizations, foundations, and faith-based institutions to design major fundraising campaigns, strengthen leadership, and create sustainable systems for growth.

We don’t follow cookie-cutter formulas. Every engagement is uniquely tailored, with strategy and storytelling woven together to reflect each organization’s mission and community. We believe in asking bold questions, listening deeply, and showing up with integrity and excellence.

Today, FBC is proud to be a woman-founded firm with a national footprint and a reputation for results. Our team includes professionals from diverse backgrounds—including nonprofit leaders, strategists, communicators, and fundraisers—many of whom found their way to consulting after careers in public service, the arts, healthcare, education, and ministry.

We're not just building campaigns. We're building movements—powered by people, purpose, and the belief that generosity can shape a better future.

If you're looking for meaningful work, collaborative culture, and the chance to help visionary organizations change the world, we'd love to meet you.

Position Summary:

The **Project Manager** serves as a strategic partner to both clients and internal stakeholders, overseeing the execution of complex projects while cultivating strong, high-value relationships. This role requires the regular use of independent judgment and discretion on matters of significance, including project planning, client service strategy, and the development of high-quality deliverables.

Essential Functions:

Client Engagement & Relationship Management

- Develop and manage trusted client relationships with professionalism, warmth, and strategic insight.
- Act as a primary point of contact for assigned clients, responding to inquiries and anticipating needs with minimal supervision.
- Represent the firm in client meetings, applying independent judgment to identify key takeaways and craft follow-up actions that drive outcomes.
- Lead planning and execution of logistics for client-facing events, retreats, and workshops, making autonomous decisions to ensure success.
- Proactively surface and implement client service improvements that enhance the overall consulting experience.

Project Leadership & Management

- Independently lead the planning, implementation, and monitoring of project timelines, deliverables, and key milestones in alignment with each scope of work (SOW).
- Exercise discretion in prioritizing tasks and allocating resources to meet competing demands.
- Produce client-ready deliverables—including presentations, campaign tools, and strategic briefs—ensuring accuracy, relevance, and impact.
- Maintain accurate project records and workflows in Monday.com, Dropbox, and related platforms, making improvements where appropriate.
- Identify potential risks and implement solutions independently to preserve project integrity and client satisfaction.
- Oversee quality control for all client-facing work, applying sound judgment to uphold high standards.

Strategic Research & Writing

- Conduct donor, prospect, and issue-area research that supports strategic decision-making.

- Draft persuasive communications, briefing materials, and case statements using insight and discretion in content and tone.
- Analyze fundraising and stakeholder data to inform strategic recommendations.
- Develop and synthesize thought leadership content, best practices, and case studies that strengthen client positioning.

Additional Duties:

- Attend select in-person events—including client-hosted functions, retreats, and professional networking opportunities—as an ambassador of FBC Generosity Experts, representing the firm with professionalism, enthusiasm, and discretion.
- Participate as a leadership-level contributor in internal team meetings, learning opportunities, and firm-wide initiatives.
- Leverage discretion and professional judgment when collaborating across teams to align on strategy and maintain consistency in client service.
Share knowledge, frameworks, and tools to support team growth and operational effectiveness.
- Model a solutions-oriented, feedback-driven approach while embodying the firm's values in all internal and external interactions.
- Support process improvements and operational enhancements that reflect independent critical thinking.
- Special firm projects that may be assigned on an as-needed basis.

Knowledge, Skills, and Abilities:

- Ability to manage multiple projects simultaneously while maintaining attention to detail, particularly as a proofreader
- Strong organizational skills and ability to prioritize effectively
- Exceptional ability to craft clear, persuasive, and audience-specific materials, including emails, reports, donor letters, and strategic briefs.
- Knowledge of fundraising principles, best practices, and trends
- Detail-oriented with exceptional organizational abilities
- Proactive problem-solver who anticipates needs before they arise
- Excellent interpersonal skills with the ability to build rapport quickly
- Calm and composed under pressure
- Adaptable to changing priorities and client needs
- Empathetic listener who can understand and address client concerns
- Understanding of professional client engagement strategies, with an emphasis on responsiveness, trust-building, and strategic alignment
- Skilled at nurturing professional relationships, building rapport with clients, and responding with empathy and clarity
- Able to make decisions on matters of significance, prioritize tasks autonomously, and adapt to changing circumstances without close supervision

Minimum Qualifications:

- Bachelor's degree in Business Administration, Public Administration, Nonprofit Management, or related field of study from an accredited institution, preferred
- At least three years of experience in project management, preferably in consulting, fundraising, or nonprofit environments
- A combination of education and experience may be considered
- Proficiency with Monday.com, Dropbox, Microsoft Office suite, and Google Workspace
- Experience with donor research tools and methodologies
- Collaborative approach to team dynamics
- Experience with donor CRM systems and data analysis, preferred
- Event planning experience, preferred
- Demonstrated track record of successful project completion
- Passion for the nonprofit sector and philanthropic causes
- Commitment to excellence in all aspects of work
- Comfortable representing the firm in professional settings and engaging with stakeholders at in-person events.

Our Commitment to Diversity, Equity, and Belonging

At FBC Generosity Experts, diversity is not an initiative—it's an essential expression of our values. We believe generosity is most powerful when it reflects the fullness of the communities it serves. That's why we are committed to cultivating a team, workplace culture, and client experience that celebrates difference, advances equity, and fosters belonging.

Founded by Fayruz Benyousef, FBC was created to challenge the status quo of philanthropy. From day one, our work has been shaped by a fundamental belief: that the best solutions come from listening deeply, building trust, and ensuring everyone has a seat at the table.

Our team includes consultants from a wide range of professional, cultural, faith, and generational backgrounds. We value lived experience as much as technical expertise and actively seek out partners and team members who reflect the rich diversity of the communities we serve.

What makes us different—our “secret sauce”—is how we lead with heart and strategy. We ask bold questions, navigate complexity with grace, and hold space for honest conversations. While we're not perfect, we are committed to growing, evolving, and co-creating spaces where every voice matters and generosity is inclusive by design.

We don't claim to have all the answers—but we're not afraid to do the work. Because when you build from a place of authenticity, trust, and radical hospitality, transformation becomes possible.