

## **Capital Campaign Manager- Exempt**

### **Summary:**

The Purpose of the Capital Campaign manager is to provide support to the Capital Campaign Counsel, the President, and Campaign Leadership and Trustees. This position reports to the Capital Campaign Council and Manages the Campaign Coordinator and the Campaign Intern.

### **Basic Functions and Responsibilities:**

- Proactively collect, interpret, and summarize descriptive, analytics, and evaluative data on prospective and existing donors across donor sectors – individuals, corporations, foundations, family funds and trusts, and government agencies.
- Collaborate with department managers to collect data regarding programing and conduct needs assessments using tools such as the US Census.
- Procure and analyze information about prospective and existing donors using various research tools, such as Internet research databases and print publications.
- Monitor news sources for information on prospective and existing donors as well as for information regarding trends in business, museums and cultural organizations, technology, and philanthropy.
- Conduct research to determine donor giving capability, and assess donor interest in various programs and projects across the Museum.
- Submit reports to development officers and Museum leadership with strategic recommendations regarding cultivation, solicitation, and stewardship of donors.
- Present information in a variety of written formats including reports, summaries, and abstracts.
- Maintain, update, and query donor records in the Museum's development and membership database. Provide system generated reports for analysis and interpretation.
- Coordinate, write, and prepare briefing and bios materials for the President, Campaign Committee and Museum Board of Directors.
- Coordinate with the Development Manager on the preparation and distribution of reports and other donor-related materials to development officers and Museum leadership.
- Working collaboratively with Campaign Counsel to cultivate identified prospects across giving sectors and help prepare solicitation proposals and grants;
- Participating in solicitations as appropriate;
- Working collaboratively with the Campaign Coordinator and Development Manager to manage campaign related gift solicitation tracking, gift processing, and gift acknowledgements and any other related processes;
- Assisting in the development of capital campaign print and electronic collateral including coordinating content, design and production working with either in-house or external graphic designers;
- Assisting with campaign communications, helping to create content for the print and electronic vehicles, i.e., newsletters, e-blasts, emails, etc.
- Working with Campaign Counsel and the Marketing Director (and/or external vendor) to integrate campaign milestones into ongoing Museum public relations outreach;
- Working with Campaign Counsel and the Campaign Coordinator to organize and manage cultivation and recognition/stewardship events throughout the campaign;
- Ensuring that data related to prospects and donors is recorded and tracked in electronic and hard copy files; manage campaign record keeping, prepare periodic reports on fundraising, progress towards goals, and work with Campaign Counsel to strategize and present any recommended revisions to the fundraising plan, as needed, to meet goals;
- Helping to ensure donor acknowledgement, stewardship and public recognition, as appropriate; and
- Other duties, as assigned.

### **Qualifications:**

- College degree in a related field
- Minimum of 5 years in a fundraising or development field
- Microsoft proficient; Word, Outlook, Access, Excel, and PowerPoint

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