



**DEVELOPMENT & CAPITAL CAMPAIGN MANAGER
POSITION DESCRIPTION**

DEPARTMENT: DEVELOPMENT
IMMEDIATE SUPERVISOR: VICE PRESIDENT OF DEVELOPMENT
STATUS: EXEMPT
HOURS: FULL -TIME 40 HRS. /WEEK

POSITION PURPOSE:

The purpose of the Development and Capital Campaign Manager will be to foster and steward corporate and foundation donors and meet the general operational goals for the Museum budget; and support the overall management, planning and growing of Capital Campaign fund. The position reports directly to the Vice President of Development and works closely with the Campaign Committee to develop fundraising goals, strategies, and approaches to increase and strengthen fundraising efforts. Capital Campaign and General Fund Development responsibilities include providing administrative support to the Capital Campaign Committee, organizing meetings, maintaining the master campaign calendar and assist in the design and implementation of the Capital Campaign, including its objectives, budgets, and timelines. The Development and Capital Campaign Manager will champion and promote the mission of the Museum to the community and to current and potential donors.

DUTIES AND RESPONSIBILITIES:

- Cultivate and steward donors, directly soliciting gifts, managing donor information, engaging with current and prospective donors with thoughtful research, timely stewardship and customized acknowledgements.
- Manage acknowledgement of all contributions and coordinating special recognition at different levels of giving, emphasizing relationships building.
- Write campaign correspondence including solicitation proposals, meeting requests, and meeting follow ups; maintain master campaign calendar to maximize cultivation events and keep campaign committee on track.
- Enter gifts and pledges into the database and acknowledge all campaign gifts and pledges including preparing pledge payment reminders and pledge agreements; follow up with pledge commitments and past dues.
- Assist in the development of strategic plan to diversify, strengthen and increase the funding base and develop new sources of funding.
- Create, coordinate and steward fundraising events as part of the overall fundraising effort; provide monthly development reports regarding goals, initiatives and progress on the Capital Campaign and General Fund Development.
- Coordinate the work of the Campaign Committee, setting meeting agendas, running meetings, distributing the minutes and action items of meetings, manage and participate fully in the efforts of the Committee.
- Create briefing materials and presentation materials in advance of meetings, solicitations and events.

- Provide the primary organizational support and tracking to keep donor contacts connected, engaged and involved.
- Follow up and present to groups on behalf of the Museum; communicate regularly with Campaign team and Committee to ensure completion of action items.
- Perform other related duties.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Marketing, Business, Communications, or related field.
- Three to five years of fundraising experience with proven experience managing a capital campaign and fundraising programs, (preferred in a non-profit setting).
- Successful ability to personally identify, cultivate and solicit individual donors, corporations and foundations.
- Networking skills, strategic planning skills.
- Demonstrated experience in managing people and budgets; excellent written and verbal communication skills.
- Knowledge of best practices in non profit fundraising.
- Proficiency in database management, Excel, Power Point, Word and other computer skills; proficiency in Altru POS preferred.
- Experience managing and/or supporting annual giving campaigns, solicitations and stewardship, donor recognition, donor databases, and special events.
- Knowledge of volunteer programs and best practices.

SKILLS AND ABILITIES

- Exceptional interpersonal skills required, including ability to effectively connect with donors, members and museum supporters.
- Very strong organizational skills and sense of self-direction.
- Successful experience working with high-profile volunteer leadership and senior executives.
- Professional with excellent judgment who performs well within a fast-paced organization with many priorities.
- Strong written and oral communication skills and public speaking; must be able to communicate professionally, effectively and diplomatically.
- Strong organizational and analytical; excellent attention to detail.
- Must be able to establish, monitor and meet timelines.
- Must work well under pressure with demonstrated ability to juggle tasks, prioritize and manage multiple competing deadlines.

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but flexibility is required. Some weekends and evenings may be required. Attend meetings of the Board of Trustees, Executive Team, Board Committees and Campaign Committees. Work pace and time allocation between the Capital Campaign and General Fund Development responsibilities in the first six (6) months are respectively projected at 25% and 75%; in twelve (12) months at 50% and 50%; and in eighteen (18) months, at 75% and 25%.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

Employee (Print Name)

Date

Employee (Signature)