

## **JOB DEFINITION**

The Senior Campaign Manager plays a lead role in developing, implementing and achieving the fund-raising goals of DESC's capital campaign for a new housing and health-clinic. This position will provide project management and research, driving toward the successful completion of a multi-million dollar campaign over 18 months. This role will be an 18 month contract position with full benefits, reporting to the Director of Fund Development.

A successful candidate will have experience with capital campaigns and project management. S/he will collaborate closely with a collaborative Fund Development team along with campaign and database consultants. S/he will lead staff and volunteers in securing significant philanthropic investments in the campaign from both individuals and institutions.

## **MAJOR DUTIES AND RESPONSIBILITIES**

- Provide overall fundraising campaign management and organization, to include but not limited to: strategy development, planning and implementation; prospect pipeline development and tracking; marketing and communication strategy and collateral materials development; task assignment, direction and coaching; timeline management; and evaluation and reporting.
- Inform the engagement of corporate and foundation prospects for the campaign, often in close collaboration with the Foundation and Corporate Gifts Manager, contributing to the generation of funding proposals including deliverables tracking and reporting requirements.
- Conduct a research of DESC's existing donors and donors to similar capital campaigns, transitioning these prospects to the portfolios of key staff and volunteer leaders as appropriate.
- Assist in prioritizing key actions for the Executive Director, The Deputy Director for Strategy, the Director of Fund Development and key volunteers in the engagement, solicitation and stewardship of prospective donors.
- Offer coaching and resources for key staff and lead volunteers as needed, supporting their relationship building and fundraising efforts.
- Contribute to a positive, inclusive and supportive team environment, and demonstrate the values of respect and cooperation in all relationships.
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

- College degree required; masters degree in public/business administration or nonprofit management, CFRE certification, or relevant training a plus.
- At least 3 years of progressively responsible experience in fundraising with one year of experience on a capital campaign.
- Demonstrated ability in securing major philanthropic investments at the \$100,000 level and above, developing and implementing funding strategies, partnering with senior staff and volunteer leaders, and crafting winning proposals and collateral.
- Excellent interpersonal, teamwork and diplomacy skills.
- Pass a required Washington State criminal background check.
- A personal vehicle is not a requirement of this position. However, if using a personal or agency-owned vehicle in the performance of job duties associated with this position, employee must

possess and maintain a valid Washington State Driver's License, the appropriate amount of automobile insurance, and a safe driving record.

- Committed to the philosophy of cooperation and continuity across programs and of consideration and respect for clients.
- Significant level of computer proficiency including MS Office and relational donor databases (Salesforce experience a plus).