

Camp Korey
Job Description



Position: Capital Campaign Manager
Department: Development
Exempt: X % **FTE:** .50-.75
Reports to: Chief Executive Officer (CEO)

Camp Korey seeks a staff Capital Campaign Manager to implement and manage all aspects of a three-year, \$19M Capital Campaign as Camp transitions from the quiet phase to the public phase of its construction expansion.

The Campaign Manager is responsible for oversight of campaign and fundraising strategy, including establishing solicitation priorities, managing prospect lists in partnership with development team, developing and executing targeted cultivation plans and solicitation strategies for a range of projects, preparing and providing support to staff, board members, and volunteers for solicitation, and planning and managing cultivation events.

GENERAL DUTIES AND RESPONSIBILITIES:

The essential job duties/responsibilities of the position include, but are not limited to, the following:

- Work with the CEO/Executive Director, Leadership Team and Capital Campaign Committee to develop campaign strategy and set campaign sub-goals
- Provide leadership to ensure that campaign communications and cultivation event activity plans are met
- Coordinate Capital Campaign steering committee meetings
- Schedule visits and capital asks in partnership with other steering committee or board members
- Identify prospects on the individual, corporation, and foundation levels in partnership with CEO, Director of Development, and campaign committee
- Assist Director of Development and Grants Administrator with grant opportunity prospecting and campaign/construction updates for donors
- Create and edit campaign communications, such as acknowledgments, follow-up letters, press releases, and newsletters, with support from the Director of Development and Marketing Manager
- Devise and manage logistics for cultivation events, coordinating publicity as appropriate, with CEO/Executive Director

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

- Proven results managing and completing a capital campaign of \$3M or more

3-5 years of high-level fundraising experience, including management and oversight, events, communications, cultivation, solicitation, and grant applications

Bachelor's degree or higher

Excellent writing and editing skills

- Ability to meet deadlines
- Proven track record of success
- Motivated, well organized, and a creative problem solver
- Development database experience is preferred

Candidates must have an appreciation and understanding of Camp Korey's mission. Connection/access to high-capacity funders in the region is a plus.

WORK ENVIRONMENT AND HOURS:

Part-time (20-30 hrs/week) position, with at least two days per week at Camp Korey. Standard office hours are Monday through Friday, 8 a.m. to 4:30 p.m.

Position will include local travel and some evening and weekend events.

- Work is regularly performed in office environments routinely utilizing standard office equipment, computers and phones.
- Working outside may be necessary, in various weather conditions
- This position requires the ability to work long, non-standard hours during programs and events

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided upon request.
- While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, and bend; lift, carry, move, push and pull up to 20 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

• Additional Eligibility Requirements:

- Valid driver's license
- Reliable transportation
- Suitable background check clearance
- Current vaccinations & up-to-date boosters
- CPR/AED Certification

EEO Statement:

As an Equal Opportunity Employer, Camp Korey makes employment decisions based on merit, qualifications, and competence. All applicants are considered for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training. Camp Korey appreciates diversity amongst our staff and encourages all qualified applicants to apply.

Please visit: campkorey.org for more information

HOW TO APPLY:

Please submit your resume, cover letter, and salary expectations to: HR@campkorey.org