**JOB DESCRIPTION**

**POSITION:** Capital Campaign Manager

**REPORTS TO:** Vice President of Philanthropy

**STATUS:** Full-time, Exempt

**LOCATION:**  Hybrid; 3 Days a Week with the capability of commuting to San Francisco, the general Bay area, or Napa, CA

**SALARY RANGE:** $99,000-105,407/year

**JOB ROLE CLASSIFICATION:** Manager III

**JOB PURPOSE:**

The Capital Campaign Manager is a key, full-time staff position leading and cultivating the LightHouse for the Blind and Visually Impaired (LightHouse) Capital Campaign. The goal of the Campaign is to raise $13 million dollars to rebuild Enchanted Hills Camp. The Campaign Manager works closely with Donors, Development Staff, and the Capital Campaign Committee (Cabinet). The Campaign Manager reports to the VP of Philanthropy and has responsibility for day-to-day planning, coordination, and management of the Capital Campaign and it’s constituencies.

The VP of Philanthropy and the CEO are the main points of contact for the Capital Campaign, major gifts, and legacy gifts. The Campaign Manager works with Campaign Committee and other Committees responsible for specific aspects of the fundraising effort.

**QUALIFICATIONS:**

Education or equivalent:

* BA degree or related training in non-profit management desired.

Experience:

* Firsthand experience with implementation of Moves Management
* Experience with Capital Campaigns is a must
* Excellent communication skills, both written and verbal
* Proven track record of securing six figure gifts of $250,000 or more
* Proficiency with Microsoft Office, particularly Word, PowerPoint and Excel.
* Professional and friendly demeanor
* Highly organized, high level of attention to detail
* Familiarity with or interest in the nonprofit community and the Lighthouse’s mission
* Driven, dependable, strong organizational skills with the ability to work independently and as a collaborative team member

**PHYSICAL REQUIREMENTS:**

Must be able to: Carry or transport 20lbs; sit at a desk and perform computer-intensive work for long periods of time; operate standard office equipment; travel independently through the nine-county San Francisco Bay Area region on a regular basis.

Travel may include overnight stays.

**JOB ACCOUNTABILITIES:**

* Conduct Capital Campaign Board, Committee and Staff Fundraising Training
* Secure new donors by organizing meetings and tours, cultivating relationships, and identifying leads.
* Serve as the organizational hub for the Campaign, including managing all aspects of Campaign committee meetings, creation of content for internal Campaign
* Manage the Capital Campaign process by which prospect information is gathered and stored
* Prepare monthly Campaign status reports for the Board of Directors and Campaign Committees
* Prepare and coordinate all donor campaign solicitation mailings and communications
* Coordinate donor “thank you” letters and phone calls, and all other gift acceptance and acknowledgement procedures including receipts. Manage pledge reporting and acknowledgement.
* Manage and coordinate Campaign cultivation events
* Support corporate outreach and relationship-building campaigns
* Coordinate collateral material design/production for each phase of the Campaign
* Work with Campaign team to develop strategies and positioning for individual and institutional prospects
* Responsible for staffing all committees of the Campaign and providing committee chairs and members with the tools and materials necessary to succeed in their solicitations
* Articulate through written materials such as proposals, personalized letters, and case statements the needs and vision for Enchanted Hills Camp.

Operations & Communications

* Support fundraising operations and events in coordination with LightHouse staff
* Strengthen development processes and systems (as appropriate), including recordkeeping, gift acknowledgments, renewals, mailings, and communications calendar
* Develop a donor communication plan (calls, letters, notes, etc.)
* Develop donor marketing plan fundraising-specific activities (emails, letters, etc.)
* Prepare talking points for staff and volunteers and conduct trainings, as appropriate
* Partner with Communications staff to maintain and enhance EHC website presence and social media

**WORKING CONDITIONS:**

LightHouse for the Blind and Visually Impaired is an equal opportunity employer to all. We strive to maintain a scent-free environment and a drug-free workplace. We also operate under a mutual “employment at will” policy.

**TO APPLY:**

Please submit a cover letter and résumé as an attachment in Word format, to [mburton@lighthouse-sf.org](mailto:mburton@lighthouse-sf.org), including the job title in the subject line. We will not consider videos or hyperlinks to online profiles. Due to time constraints, only those we select for an interview will be contacted, but please do not assume that all submitters will be contacted, thanks for your understanding.