



## **Campaign Manager Job Description**

### **Purpose:**

The Campaign Manager assists with the successful promotion, management, and day-to-day operations of the Building Resilience Capital Campaign. The Campaign Manager works collaboratively with the Director of Mission Advancement, the Development team, and the campaign cabinet to manage the logistics and build relationships for a successful campaign.

### **Areas of Responsibility**

- Work closely with the Director of Mission Advancement to design, implement, and oversee campaign giving, financial reporting, data management, prospect research, and stewardship
- Lead and implement moves management strategies for the campaign's major donors and prospects
- Work in conjunction with the Director of Mission Advancement and the CEO to maintain a portfolio of major donor prospects and be responsible for cultivating, stewardship, retention and upgrading
- Coordinate campaign communications, marketing strategies and campaign collateral development and distribution
- Assist with the planning and execution of campaign events
- Manage all aspects of prospect research, cultivation, and donor engagement to ensure campaign goals are met
- Support campaign fundraising proposal development, including corporations, foundations, and individuals
- Support follow up from prospect and donor meetings: ensure donors receive follow up and materials and track all actions in the CRM (Virtuous)
- Document touchpoints with donors in a moves management system (Virtuous); ensuring key donor information is recorded and pertinent research is captured
- Develop and execute strategy to transition campaign donors into major donors to the organization
- Track pledges in database and coordinate pledge reminders per donors' specifications
- Ensure that every campaign pledge and gift is recorded in a timely manner and steward each donor accordingly
- Update campaign reports and distribute as needed, including campaign dashboards
- Performs other duties as assigned

### **Qualifications:**

Minimum Education and Experience: Bachelor's degree required, with at least two years of development experience in a professional fundraising environment. Capital campaign and/or major gifts experience preferred.

### **Knowledge, Skills, and Abilities**

- Demonstrated success in effective fundraising strategies
- Experience with donor stewardship and major gifts moves management or similar process, prospect research and campaign management
- Experience and proven ability to cultivate relationships and work effectively with coworkers, board members, donors, volunteers, and constituents from a variety of backgrounds
- Understanding of and commitment to professional fundraising ethical standards
- Excellent written and oral communication skills

- Excellent interpersonal skills
- Strong strategic thinking skills, and efficient, timely plan execution
- Ability to work and thrive in a team environment; accept counsel from and strategize cooperatively with colleagues
- Well organized and able to meet goals and deadlines
- CRM database experience
- Strong working knowledge of Microsoft Office

**License/Certifications:** Possess Arizona driver's license, insurance, and a vehicle to use in performance of job.

**Additional Requirement:** Level One Fingerprint clearance card or the ability to obtain one

**Status:** Full-time/Exempt

**Hours:** Monday through Friday, 8:00 AM – 5:00 PM, subject to periodic variation and changes.

**Salary Range:** \$52,000 - \$65,000 depending on experience

**Benefits:**

TCAA is committed to providing a robust additional benefit package to complement compensation. This package includes paid holidays, vacation and sick time accrual that increases with tenure, as well as medical, dental and vision insurance, Employee Assistance Program, life insurance, disability benefits, health savings account, and retirement. Additionally, TCAA pays 100% of the employee premium for the medical insurance plans.

**TCAA is an EQUAL OPPORTUNITY EMPLOYER**

Tempe Community Action Agency is committed to maintaining and promoting a diverse, inclusive, accessible, and equitable environment where all employees are welcomed, respected, and valued regardless of age, race, ethnicity, religion, national origin, sexual orientation, gender identity or expression, disability/medical condition, or any other status. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well. We recruit and retain individuals with backgrounds and skills from across the professional spectrum who join our organization because they want to make a real difference in the lives of our neighbors.

**To apply,** send a current resume to [humanresources@tempeaction.org](mailto:humanresources@tempeaction.org)