



Campaign Manager Position Description

Reports to: Executive Director
Work Location: Duvall, WA

BACKGROUND:

Acres of Diamonds' mission is to create lasting change for homeless moms and kids through a caring community. As one of the few facilities in Eastern King County specifically serving homeless women and children, our organization continues to grow to meet that need. We are committed to increasing our capacity as well continuing to innovate to enhance our services and programs. We value the importance of our whole community, from our residents and staff, to our volunteers and donors, to the communities where we operate, as integral to the completion of our mission.

POSITION SUMMARY:

The Campaign Manager will be responsible for the day-to-day planning, coordination and management of the Capital Campaign. The Campaign Manager helps set strategy as well as executes all aspects of a multi-faceted, multi-year, multi-phased campaign. The role entails working collaboratively with members of the Development team, staff, volunteers in various campaign committees, as well as fundraising counsel (if applicable).

Principle Responsibilities

- Collaborate with the Development Team and volunteer campaign leadership to continue to create and implement a strategic direction for the campaign.
- Lead the campaign through its various stages – quiet, major gift, and public phase.
- Design cultivation and solicitation strategies for donors at all levels.
- Organize and update the pipeline of individual campaign prospects.
- Prioritize donors, conduct research, and draft communications, proposals, donor profiles and briefing memos for prospective campaign donors.
- Support the volunteer committees by:
 - Assisting in campaign volunteer recruitment,
 - Designing strategy and developing materials and talking points for all committee meetings,
 - Running and conducting follow-up for committee meetings, and
 - Training volunteers for solicitations.
- Manage the execution of appropriate donor acknowledgment, recognition, and stewardship.
- Assist in strategizing and implementing campaign cultivation and recognition events.
- Provide necessary campaign updates and numerical analysis to various stakeholders (e.g. board of directors).



- Continue to build a suite of relevant campaign reports, as necessary.
- Customize existing campaign related materials (brochures, pamphlets, external communications, update case statement as needed, etc.)
- Manage the design of new campaign materials as needed.
- Develop, maintain and update the campaign budget.
- Maintain and update a comprehensive campaign timetable and benchmarks.
- Other duties as assigned by the Executive Director.

Acres of Diamonds is a Christian 501(c)(3) organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.

Send Resume and Cover Letter to kerstin@acresofdiamonds.org. Only qualified candidates will be contacted.