Campaign Manager

**Department:** Development  
**Reports To:** Executive Director of Advancement, Kyle Gorman  
**Classification:** Full-Time / non-exempt

**Purpose Of Position:**

The Evansville Rescue Mission seeks a Capital Campaign Manager who will serve as a member of the advancement team. The Capital Campaign Manager will be responsible for implementing and completing a $9 million capital campaign with a remaining campaign goal of $7.44 million. This fundraising effort will support the financing of the Evansville Rescue Mission’s new Center for Women and Children.

The Campaign Manager will work closely with the Executive Director of Advancement, ERM’s campaign consultants, and other executive and advancement staff to carry out a strategic fundraising plan for the entire duration of the three year campaign.

**Specific Position Responsibilities:**

Working in close collaboration with the Executive Director of Advancement and Campaign Consultant, The Capital Campaign Manager will be tasked to fulfill the following:

- Provide overall campaign management and organization including pipeline development, prospect tracking, strategy, task assignment and maintenance of timelines
- Oversight of campaign events which entails but not limited to: planning, recruitment, scheduling meetings, helping to prepare talking points, agendas and assembling presentations as directed by the campaign consultant, and providing full logistical support for advancement team members, Board Directors, etc.
- Researching and identifying individual and institutional prospects from within ERM’s current fundraising base as well as prospects not currently supporting ERM’s operating fund to reach the capital campaign goal
- Organize, monitor and evaluate all capital campaign fundraising activities and assignments to ensure that campaign goals are being achieved
- Develop relationships with community stakeholders to advance the ERM fiscal goals of the organization and campaign
- Manage campaign record keeping with database administrator by ensuring that data related to prospects and donors are recorded and tracked in clear view
- Manage (alongside ERM Controller) a coherent campaign fundraising budget
- Tailoring and packaging campaign correspondence and communications including solicitation proposals and other collateral as directed by the campaign consultant
- Provide and prepare requested organizational documents to those tasked with submitting grant applications or equivalent to other local or regional foundations
Qualifications
The ideal candidate is a strategically driven, self-motivated, detail-oriented, and focused individual with outstanding organizational and interpersonal skills with high level of accuracy.

- Bachelor’s degree and/or minimum 3 years of progressively responsible experience in the field of sales, fundraising, or related field
- Effective communication and public speaking skills
- Effective time management is essential along with the ability to multi-task
- A demonstrated keen sense of relationship building is needed
- Excellent writing, analytical, and research skills are essential
- Experience in and knowledge of fundraising and specifically managing a capital campaign or equivalent is preferred

DISCLOSURE:

The Evansville Rescue Mission promotes a drug/alcohol free work environment through the use of random drug screening.

It should be understood that this job description has been developed as an outline of basic responsibilities. Additional duties may be assigned from time to time as deemed appropriate and/or necessary.

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Employee Signature

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Taylor Gorman, Human Resources Director

______________________________
Employee Printed Name

Date - _____/_____/_____