

**The Humane Society for Tacoma & Pierce County**  
**JOB DESCRIPTION**

<b>JOB TITLE: Campaign Manager</b>
<b>DEPARTMENT / CLASSIFICATION: Full-time, non-exempt</b>
<b>REPORTS TO: Chief Philanthropy Officer</b>
<b>SUPERVISES: n/a</b>

**JOB SUMMARY:** The Campaign Manager is responsible for capital campaign strategy, including establishing solicitation priorities, managing prospect lists, 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.

The Campaign Manager works collaboratively with the Development and Marketing team and reports to the Chief Philanthropy Officer.

**ESSENTIAL DUTIES & FUNCTIONS:**

- Support overall campaign management and organization, including pipelines, prospect tracking, strategy, and maintenance of timelines.
- Identify prospects on the individual, corporation, and foundation levels and help recruit Donor Advisory Group volunteers.
- Develop and maintain a moves management system to track cultivation activities of portfolios.
- Manage a portfolio of 50-75 major giving donors and future prospects.
- Track and monitor the progress of all cultivation and solicitation efforts in a campaign dashboard and donor database; generate timely reports to summarize campaign activity.
- Conduct discovery and qualification conversations with new (primarily future prospects) to build the donor pipeline for the campaign preparation phase and beyond.
- Conduct prospect research, prepare briefing materials for donor visits, draft correspondence, enter contact reports, and ensure that any needed meeting follow-up is completed.
- Help manage logistics for all donor visits, including scheduling appointments, coordinating travel plans, writing and preparing meeting materials such as talking points, presentations, solicitation proposals, and facilitating post-visit follow-up.
- Support logistics of Donor Advisory Group meetings, including sending meeting notices and materials and preparing agendas and campaign status reports.
- Plan and help implement logistics for preparation phase/campaign cultivation events and activities.
- Coordinate the production of campaign collateral and communications.
- Support gift entry processing, acknowledgment of all campaign gifts and pledges, and preparation of pledge payment reminders and pledge agreements.
- Assist the Director of Development with capital campaign grant applications and reports.
- Track all campaign-related expenses.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

*To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Bachelor’s degree from an accredited institution OR equivalent demonstrated three years of non-profit fundraising experience.
- Knowledge of major gifts fundraising and capital campaign strategy and implementation.
- You are an enthusiastic team player capable of collaborating with various teams to reach a common goal. Initiating and completing projects is right up your alley, and you know how to make timely, effective, and ethical decisions. You embody the entrepreneurial spirit, a self-starter who crafts creative solutions and opens doors to new donor relationships.
- You actively and constantly listen to all perspectives, focus especially on donor needs, and know how to identify mutual benefits. You communicate well and have strong writing and speaking skills.
- You are self-motivated and have the ability to prioritize and carry out stated goals.
- Ability to meet deadlines and proven track record of success.
- Expertise in database management systems.
- Strong working knowledge of Microsoft Office (especially Outlook, Word, Excel, PowerPoint, and Teams).
- Finalist applicants must satisfactorily complete a pre-employment background check.
- Proficiency with Blackbaud’s Raisers Edge is preferred.

**Knowledge, Skills, and Abilities**

**Knowledge of (B/basic; J/journey; E/expert):**

- Speak, read, and write in the English language (E)
- Math skills (J)

**Skill and ability to:**

	Never	Seldom 1%-10%	Occasional 11%-33%	Frequent 34%-66%	Constant 67%-100%
Stand				X	
Walk				X	
Lift <10 lbs			X		
Lift 10-25 lbs		X			
Lift 26-50 lbs	X				
Lift 51-75 lbs	X				
Lift 76-100 lbs	X				
Twist		X			
Reach		X			
Push and Pull		X			
Climb		X			
Sit					X
Vision					X
Hearing					X

**Campaign Manager compensation ranges from \$70-80K.**