



Position Description

Campaign Manager

PURPOSE:

The purpose of this position is to carry out the work of National Ghost Ranch Foundation (Ghost Ranch Education & Retreat Center) by supporting the Development Department's fundraising activities.

EXPERIENCE AND EDUCATION REQUIREMENTS:

- Education: BA/BS Degree fundraising, communications, marketing or related field.
- Three to five years of experience coordinating and managing projects, development or campaign experience strongly preferred.
- Three to five years Raiser's Edge or other fundraising software experience.

JOB RESPONSIBILITIES:

- Monitors the overall campaign strategy and ensures the plan and timeline are maintained, implemented, and adjusted as needed.
- Implements campaign fundraising initiatives with appropriate staff and volunteers.
- Supports efforts to recruit, train, and guide volunteer leaders.
- Establishes volunteer leadership relationships and supports volunteer engagement by scheduling, preparing for, attending, documenting, and following up on volunteer leadership meetings.
- Develops and maintains campaign prospect lists, creates philanthropic profiles for leadership and major gift prospects, develops prospect-specific engagement strategies, and monitors the status of cultivation and solicitations for individuals, corporations, and foundations.
- Plans and executes campaign events.
- Oversees campaign tracking and creates standard and ad hoc reports on campaign activity for key staff and volunteers.
- Helps develop campaign materials.
- Organizes a campaign office and monitors the budget.

REQUIRED COMPETENCIES, KNOWLEDGE, SKILLS & ABILITIES:

- Action and Results
- Attention to Detail
- Comfort with Philanthropic Community
- Communication & Customer Focus
- Ethics and Integrity
- Listening
- Organizing and Planning
- Prioritization & Problem Solving
- Process and System Management
- Time Management
- Interpersonal Relationships

ACCOUNTABILITY:

The person reports to the Director of Development

TERMS:

The Campaign Manager is a full-time salaried position with full benefits. The person in this position shall be employed for an indefinite term and is subject to the Ghost Ranch Education & Retreat Center personnel policies. There shall be an annual review.