

POSITION DESCRIPTION

Title: Washington Canoe Club Capital Campaign Manager
Supervisor: Board President
Location: Washington, DC, 90% remote
Employment: 20 hours/week, 2 years, contractual
Salary: Commensurate with experience



POSITION SUMMARY

The Capital Campaign Manager is primarily responsible for managing and executing a \$1 million capital campaign for the restoration of the Washington Canoe Club (WCC) boathouse that results in successful fundraising for the WCC. Restoring the boathouse is required under the terms of the 60-year lease WCC recently signed with the National Park Service, which owns the land the WCC occupies. In addition to raising charitable gifts from its members and community, the Board is exploring a number of options for funding including securing private financing.

The Capital Campaign Manager promotes positive relationships within the WCC and the community at large. It is expected that those relationships will allow gifts of time, talent, and resources which support the WCC's mission. The Capital Campaign Manager works closely with the Board President, Fundraising Committee and the Capital Campaign Steering Committee to establish immediate community. The Capital Campaign Manager is supervised by the Board President. This is a contract position without benefits.

QUALIFICATIONS

- Bachelor's degree, with a minimum of five years professional fundraising experience or related experience such as sales or business development. Desire to be a frontline fundraiser and build relationships with prospective donors. Excellent organizational skills and ability to prioritize multiple tasks/projects simultaneously and meet deadlines.
- Demonstrated ability to work independently.
- Demonstrated computer and software proficiency in donor management software and Microsoft products (e.g., Word, Excel, Powerpoint) and other standard business software.
- Superior verbal and written communication and interpersonal skills with donors, lenders/investors, volunteers, vendors, and other constituents.
- Ability to protect and maintain confidentiality of information.
- Some social media experience.
- Experience with paddle sports and/or historic preservation is heavily desired.

SPECIAL REQUIREMENTS

This position requires occasional evening and weekend meetings to conduct solicitations, attend donor events, and make presentations as needed.

ABOUT THE WASHINGTON CANOE CLUB

Established in 1904, the Washington Canoe Club is a community of volunteers passionately dedicated to preserving, promoting and engaging in paddlesports on the Potomac River in Washington, D.C. The Washington Canoe Club's boathouse, over a century old, is an iconic historic landmark serving as a base for its members to train for competition, paddle for recreation, and host community, educational and charitable groups. The Washington Canoe Club's mission is to promote paddling through racing and recreational use. It is a private club under the structure of a 501(c)(3) organization, with over 300 members and led by a volunteer board.

APPLICATION PROCESS

Interested candidates should send cover letter and resume to fundraising@washingtoncanoeclub.org