
Position: Capital Campaign Manager- Special Projects**Union: CUPE Local 50****Salary Grade: Grade 21 \$2,928.60 - \$2,998.25 biweekly cola of .50%**

Job Summary:

As part of the Business Development team, the Capital Campaign Manager (CCM) will implement and manage all aspects of UWSVI Special Project Capital Campaigns, including all solicitation phases of the campaign, event planning, cultivation, and campaign publications/communications.

Reporting to the Executive Director, the CCM is responsible for 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 incumbent will have strong interpersonal and organizational skills and will drive revenue growth and build key relationships with donors, volunteers and key community stakeholders. The CCM will be an accomplished major gifts fundraiser, with experience work on capital campaigns, annual campaigns and multi-year giving.

The CCM collaborates with senior management, workplace and individual giving fundraising staff and volunteers to ensure coordination and maximize support for all UWSVI fundraising and special projects. The successful incumbent performs all duties and activities in accordance with the Vision, Mission and Values of UWSVI and adheres to the organization's policies and procedures at all times.

General Accountabilities:

The preferred incumbent will have a minimum of five years' experience working on Major Gift fundraising and /or capital campaigns for a non-profit organization, with a proven track record of success. The incumbent will develop and implement comprehensive fundraising strategies and plans to enhance revenue development, meet special project campaign goals and position UWSVI as a social impact leader and charity of choice for individual donors, corporate partners, and high net worth individuals.

Specific Accountabilities:

- Work with the ED to undertake and/or review feasibility studies, develop campaign strategy, and set campaign sub-goals
- Manage visits and solicitations alone and with other volunteer leaders, the ED and/or client partners

- Work closely with the Development and Communications team and others to manage relevant donor information and ensure its accuracy in the database
- Assist in the creation and implementation of department goals, objectives, and timelines
- In conjunction with the ED and Director of Development, the CCM will maintain a portfolio of major donor/Capital Campaign prospects and be responsible for cultivation, stewardship, retention and upgrading while supporting the creation and implementation of Capital Campaign strategy
- Participate in regular meetings to collaborate with the Development team to identify prospective capital campaign and other major donors

Data Administration, Management and Supervision

- Manage, support, and evaluate the performance of the Major Gifts Officer - Special Projects.
- Prepare analysis of donor data trends and reports, proactively offering insight that will impact development operations and relationship management practices
- Participate in and give feedback on calendar for development and communications office that includes donor relations and direct mail activity for the year – coordinated with the Directors of Development and Marketing and Communications and others on the team
- Oversee stewardship process for the Special Projects campaigns in collaboration with the Development team, ensuring accuracy and providing necessary information to board, committees, and staff
- Schedule, attend and support capital campaign planning and meetings
- Prepare all lists, reports and profiles concerning capital campaign prospects.
- Manage and maintain records of cultivation strategies, evaluations, solicitations, contact reports and results of all contacts with campaign prospects
- In collaboration with Marketing and Communications, produce all special project capital campaign materials for prospect and donor visits with supporting documentation and follow-up correspondence
- Produce all campaign correspondence including letters of acknowledgment
- Maintain records regarding campaign gifts and pledges including payment schedules and the production of pledge reminders for outstanding pledge balances
- Work with volunteers to help facilitate donor connections, stewardship, and engagement
- Assist in annual development planning to acquire, cultivate and grow the major donor program
- Demonstrate a high level of personal contact (i.e.: face-to-face meetings, calls, off business hours meetings) with major gift donors, cultivating relationships and moving donors through all stages of the donor cycle
- Collaborate to maintain and properly record information about donors and prospects and distribute accurate, relevant and timely reports to the ED, senior leadership, Board, staff and volunteers
- Ensure impeccable and personalized donor stewardship and help develop and implement donor recognition strategies

Education and Experience:

- Post-secondary degree in a discipline related to the duties of the position (Business Administration, Communications, Public Relations) and/or equivalent combination of training, experience, and professional affiliation
- Certified Fund-Raising Executive (CFRE) designation an asset
- Five + years senior fundraising experience, including a track record of achieving revenue targets
- Experience facilitating multi-year gifts
- Demonstrated experience managing major gift commitments at the \$20k-\$100k level
- Two years of people management or supervisory experience
- High proficiency with Microsoft computer applications, including Word, Excel, PowerPoint, Outlook
- Strong database management experience with CRM

Skills and Abilities:

- Self-motivated and ambitious with the ability to create and achieve results
- Superior relationship building skills, working collaboratively with donors, volunteers, and stakeholders
- Experience with major giving in the \$20k to \$100K range is considered a strong asset
- Meeting and exceeding fundraising targets in individual gifts
- Excellent interpersonal skills; engaging, approachable, a listener
- Strong presentation and training skills
- Problem solving and analytical skills
- Sound judgment and discretion in dealing with confidential matters
- Strategic and creative thinker who works proactively, managing competing priorities

Core Competencies:**Mission-Focused**

The UWSVI's top priority is to create real social change that leads to better lives and healthier communities.

Relationship-Oriented

The incumbent understands that people come first and is astute in cultivating and managing relationships toward a common goal.

Collaborator

The incumbent understands the roles and contributions of all sectors of the community can mobilize resources through meaningful engagement.

Results-Driven

The incumbent is dedicated to shared and measurable goals for the common good, creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

United Way Southern Vancouver Island is a unionized workplace. Salary and benefits for this position are payable in accordance with the CUPE collective agreement.