



Capital Campaign Manager Job Description

Job Title	Capital Campaign Manager	Location	Beaumont, Texas
Salary Range	75K – 85K + Benefits package	Position Type	Contract, 2 years
Department	Development	Hours	Flexible as needed
Reports To	Chief Administrative Officer (CAO)	Date Posted	August 9, 2023

I. About Southeast Texas Food Bank

The Southeast Texas Food Bank was established in 1991 to serve the eight counties of Hardin, Jasper, Jefferson, Newton, Orange, Polk, Sabine, and Tyler to reduce food insecurities through sourcing of healthy foods, enrollment and referral processes that create accesses to food, educational efforts that create healthier sustainable lifestyles, and programs that provide food options to targeted audiences of need. As a 501c3 non-profit, our funding is mainly through national and local program grants, government programs, and donors. We have a dedicated staff that understands and engages in our mission and vision to eliminate hunger in Southeast Texas.

II. Position Summary

In partnership with the Board of Directors, President/CEO, and the Chief Administrative Officer/CAO, the Capital Campaign Manager is responsible for developing and executing a campaign to raise \$ 10 - \$12 Million Dollars needed to support capital funds for Southeast Texas Food Banks future warehouse expansion project. This is a two-year contract position in which this individual will act as a fundraiser and project manager dedicated to the capital campaign.

Responsibilities would include to research, identify, and develop relationships with potential leaders and top donor prospects; develop a case for support and customized briefing and proposal materials; develop and execute campaign strategies and plans; solicit donors and manage the gift process, support leadership and campaign volunteers with their fundraising responsibilities, and provide progress reports.

III. Essential Job Functions

- Works closely with the Board of Directors, President/CEO, and Chief Administrative Officer to develop campaign goals and timeline.
- Collaborates with the Board of Directors, President/CEO, and the Chief Administrative Officer to develop and support their cultivation, solicitation, and stewardship of high-capacity prospects and donors for the capital campaign.
- Partners with Development Staff to ensure that campaign strategies are implemented in concert with and complementary to existing annual fundraising efforts.
- Identifies, cultivates, solicits, and stewards donors and prospective capital campaign donors; actively manages a portfolio of donors and prospective donors.
- Creates a case for support and customized proposals.
- Plans capital campaign cultivation and stewardship events and accompanies others on site visits and tours and networking events.
- Ensure campaign remains a top organizational priority, promote timely decision-making and provide regular updates to leadership.
- Tracks moves management in donor database and monitors campaign progress on a consistent basis using established metrics.
- Other duties as assigned.

IV. Minimum Qualifications

- Bachelor's degree or an equivalent combination of education and experience
- A minimum of five years' experience in fund development for a nonprofit organization, preferably in frontline fundraising capacity, and optimally with capital campaign experience
- A successful track record of identification, cultivation, stewardship, and solicitation of major gifts and increased annual gifts from individuals, corporations, and foundations
- Demonstrated ability to close gifts and successfully complete campaigns and events within the duration of a specified timeframe
- Ability to maintain confidential and privileged information with discretion.
- Ability to work with and steward volunteers
- Strong written, verbal, public speaking, and interpersonal skills
- Demonstrated excellence in organizational and managerial skills
- Experience managing and analyzing donor data to improve fundraising outcomes
- Full computer proficiency with standard Microsoft Office programs including PowerPoint and Excel
- Proficiency with fundraising and communications software
- Passion for Southeast Texas Food Bank mission
- Valid driver's license and access to reliable transportation

V. Preferred Qualifications

- Previous experience in a senior leadership position at a nonprofit organization
- Raisers Edge experience (donor support system)

VI. Working Conditions & Physical Demands

This position operates in a typical office environment and requires constant use of a computer and other office equipment, such as phones, computer printers and copy machines.

The person in this position frequently communicates with donors and other stakeholders in person and over the phone and must be able to exchange accurate information in these situations.

This position requires frequent local travel for donor and vendor meetings. Infrequent national and/or overnight travel may be required for donor meetings or for optional professional development opportunities. Occasional night, weekend or on-call work may be required.

VII. Position Type & Hours of Work

This is a full-time, exempt position under the Fair Labor Standards Act (FLSA). It is not eligible for overtime pay. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. This position will require evening, weekend and on-call responsibilities. Schedule must be flexible to accomplish the campaign goals.

VIII. Salary Range & Benefits

The salary range for this position is \$ 75,000 to \$ 85,000 depending on experience and qualifications.

Benefits include: paid time off, health/dental/life insurance, 401(k) retirement savings plan, etc.

IX. How To Apply

Please send resume's to Jimmy Sparks @ jsparks@setxfoodbank.org.

Deadline to apply: October 15, 2023

X. Disclaimer

The duties and responsibilities described in this job description do not imply an employment contract. They are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. Additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by organizational demands.

XI. AA/EEO

It is the policy of the Southeast Texas Food bank to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Southeast Texas Food Bank will provide reasonable accommodations for qualified individuals with disabilities.