

Job Description
Capital Campaign Lead
Part time, 21 - 28 hours per week – 12-18 Month Term Position

Summary

The **Capital Campaign Lead** is responsible for implementing and growing our Building Together Capital Campaign for SCCSS. This position is responsible for generating philanthropic support from individuals, corporations and foundations at the annual, major gifts and planned giving levels. This role is also responsible for researching government grants in support of this project.

Key Duties and Responsibilities

- Lead strategic and tactical implementation of a \$7 million capital campaign plan. Build and maintain a diverse portfolio of donors at the major gift level.
- Secure gifts from individuals, corporations and foundations towards the capital campaign goal.
- Identify and qualify prospects with volunteer committee, create plans for the cultivation, solicitation of prospects and ensure recognition and stewardship of donors.
- Develop customized major gifts proposals and personalized gift agreements.
- Build and manage Direct Mail and Online Giving Campaigns.
- Use Salesforce to ensure the accurate and timely recording and reporting of data.
- Collaborate with and lead fundraising committee to advance community outreach initiatives and provide guidance for key fundraising events.
- Maintain strong relationships with donors and stakeholders, ensuring regular communication, delivering on promises and offering them best-in-class stewardship.
- Articulate the case for support with knowledge and conviction to donors, stakeholders, volunteers, staff and the community.
- Work collaboratively with communications, Senior Leadership and other staff at SCCSS to reach key campaign milestones.

Qualifications

- Experience managing a capital campaign.
- Successful experience with major gift fundraising.
- A degree or diploma in a related field, CFRE, and / or membership in the Association of Fundraising Professionals is an asset.
- Overall knowledge of campaign management and organization including pipelines, prospect tracking, strategy, task assignment and maintenance of timelines.
- Project management experience is an asset.
- Solid experience writing grants.
- Ability to articulate with clarity and poise when communicating with volunteers, staff and donors – individually or in a group setting.
- Ability to provide timely analyses, financial and other reports regarding the campaign.
- Extensive experience with researching and identifying prospects.
- Ability to work with tight deadlines.

- Proven track record of attracting, retaining and deepening the engagement of donors.
- Demonstrated ability to be highly organized and detail-oriented.
- Ability to manage competing priorities, and meet tight deadlines.

Knowledge

- Understanding of / experience of the issues facing the most vulnerable in our communities and how to utilize effective marketing and fundraising to help address these issues.
- Experience fundraising within a values based organization
- General knowledge of the donor landscape on the Sunshine Coast and within the Social Service sector is an asset.

Personal Attributes

- Passion and commitment to their community.
- Personal qualities of integrity and credibility.
- Energetic, motivated with a 'can do' attitude.
- Strengths as a negotiator and facilitator.
- Able to work independently and cooperatively with others

Other Requirements

- Some flexible time required for evening/weekend meetings and events.
- Must have a valid driver's license, reliable transportation, and ability to travel throughout the Sunshine Coast, to Vancouver and occasionally, provincially or nationally. During COVID-19, travel will be limited and virtual meetings will be used as much as possible.
- During COVID-19 there may be some working from home requirements, so home internet access is required.
- Clear criminal record check - vulnerable sector.

Working Conditions

In some instances, the Capital Campaign Lead will be required to work outside of regular business hours to participate in special events and meetings.

Physical Requirements

The position consists of mainly sedentary office work.

Organizational Relationships

This position reports to the Executive Director.