

Austin Humane Society Job Description

Position Title:	Capital Campaign Director	Salary Range:	\$60,000 - \$65,000
Reports To:	Chief Development & Communications Officer	Department:	Development & Communications
Measure(s) Responsible For:			
Budget:	\$32 Million	Staff Size:	
		Other :	Full-time, exempt

General Purpose: (Summarize overall purpose of job)

The Capital Campaign Director reports to the Chief Development & Communications Officer (CDCO). The primary responsibilities of the Capital Campaign Director are to ensure forward progress in all aspects of the capital campaign. This includes day-to-day details of campaign implementation, arrangements and notifications for meetings, campaign correspondence, monitoring gift and pledge records and conducting prospect research. This position must capture and manage data with accuracy and integrity. This position will work with a variety of campaign volunteers, project team members and donors. Additionally, the Capital Campaign Director will maintain a portfolio of major donors and is responsible for cultivation and stewardship of this portfolio.

Essential Functions: (Core duties or tasks that are fundamental to the performance of the job. Define purpose, function, and the result to be accomplished. List in order of importance and/or amount of time that the incumbent will devote to them)

Capital Campaign

- Schedule, attend and support all capital campaign planning and Steering Committee meetings.
- Prepare all lists, reports and profiles concerning campaign prospects.
- Conduct ongoing ethical prospect research.
- Manage and maintain records of cultivation strategies, evaluations, solicitations, contact reports and results of all contacts with campaign prospects.
- Produce all capital campaign packets for prospect and donor visits with supporting documentation and follow-up correspondence.
- Manage creation and updates of campaign materials (i.e. Case Statement, etc).
- Maintain records regarding campaign gifts/pledges including payment schedules.
- Produce all campaign correspondence including letters of acknowledgment and statements for outstanding pledge balances.
- Partner with Finance Department and Database & Development Coordinator on reconciliation and gift processing.

Major Donor Giving

- Assist with Prospect/Donor Relationship Management Process with regard to major donors and prospects for annual campaign and capital campaign.
- Conduct detailed donor research on current/prospective donors, and fully prepare leadership to ask for contributions.
- Work closely with the Development and Communications (DevComm) team and others to manage relevant donor information and ensure its accuracy in the database.
- In conjunction with the CEO, CDCO and Director of Development, the Capital Campaign Director will maintain a portfolio of major donor prospects and be responsible for cultivation, stewardship, retention and upgrading while supporting the creation and implementation of major gifts strategy across the organization for all gift officers.
- Participate in bi-weekly moves management meetings with Director of Development and work with CEO and CDCO to identify prospective capital campaign and other major donors.

Other

- Make public appearances/accept speaking engagements to share information about AHS within the community.
- Attend special events as needed.
- Collaborate with Director of Communications (DOC), Director of Development (DD), and Director of Education & Events (DEE) on Annual Campaign Fundraising.
- Serve on AHS' Leadership Team.
- Provide support to other areas of the shelter during times of crisis as directed by the CDCO.
- Other duties as assigned.

Qualifications/Basic Job Requirements: (Specify number of years of job-related experience required; type of degree and/or certificates/licensure required. Specify skills required, e.g., computer programs, secretarial skills, special machines, etc.)

- A minimum of five years of experience in nonprofit development, preferably proven success with major donors through face to face solicitation; successful track record of cultivating relationships and soliciting gifts.
- Experience managing up with leadership and collaborating with peers required.
- Excellent organizational, communication, and interpersonal skills.

- Attention to detail, including the ability to maintain accuracy of details in a fast-paced setting.
- Ability to handle complex and confidential information.
- Ability to learn concepts and approaches, particularly those related to nonprofit management, major donor cultivation, stewardship, and fundraising.
- An energetic self-starter.
- Advanced computer skills with experience in Microsoft Office and Raiser's Edge preferred.
- Bachelor's degree preferred.
- Commitment to the mission and values of the Austin Humane Society.

Physical and Mental Requirements/Work Environment:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Humane Society may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Ability to move distances within & between locations/offices | <input checked="" type="checkbox"/> Lifting (specify)
30 Pounds |
| <input type="checkbox"/> Color Perception | <input type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Carrying (specify)
30 Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | <input type="checkbox"/> Ability to mount & dismount | <input checked="" type="checkbox"/> Driving (local/over the road) |
| <input checked="" type="checkbox"/> Clear Speech | <input checked="" type="checkbox"/> Pushing/pulling | <input checked="" type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Touching | | |
| <input checked="" type="checkbox"/> Dexterity | | |
| <input checked="" type="checkbox"/> Hand | | |
| <input checked="" type="checkbox"/> Finger | | |

Mental/Reasoning Requirements:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Reading – Simple | <input checked="" type="checkbox"/> Writing- Complex | <input checked="" type="checkbox"/> Analysis/Comprehension |
| <input checked="" type="checkbox"/> Reading – Complex | <input checked="" type="checkbox"/> Clerical | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple | <input checked="" type="checkbox"/> Basic Math Skills | |

Work Environment:

- | | | |
|---|--|---|
| <input type="checkbox"/> Shift Work | <input checked="" type="checkbox"/> Outside | <input checked="" type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone | <input type="checkbox"/> Extreme Heat | <input checked="" type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input type="checkbox"/> Extreme Cold | <input type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise | <input checked="" type="checkbox"/> Fumes/Odors |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input checked="" type="checkbox"/> Mechanical Equipment | <input checked="" type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside | <input checked="" type="checkbox"/> Electrical Equipment | <input checked="" type="checkbox"/> Dirt Dust |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended as an exhaustive list of all responsibilities, duties and/or skills required of this position.

Acknowledgement: This is an accurate description of the essential functions of my position.

Employee: _____ Date: _____

Approvals:

Direct Supervisor/Manager: _____ Date: _____

To apply: Please send a cover letter and resume to aosborn@austinhumanesociety.org by Friday, January 21st. No phone calls please.