POSITION DESCRIPTION (2020)

Title: Capital Campaign Coordinator
Supervisor: Executive Director
Classification: Non-Exempt, Full-Time
Budget Responsibility: Capital Campaign

POSITION DETAILS
The Capital Campaign Coordinator is responsible for coordinating fundraising activities supporting the implementation of the projects outlined in Tudor Place’s Master Preservation Plan (MPP). The position works closely with the Executive Director, the Development & Communications department, the Board of Trustees, and Capital Campaign volunteer leadership to manage and execute the Capital Campaign and build a major gifts program for the organization.

The ideal candidate will have a strong intellectual curiosity in, and personal commitment to, the goals and mission of Tudor Place and its ambitious Capital Campaign; have the personal energy, enthusiasm, and drive to surpass goals; and be a compelling spokesperson and advocate for the organization. This is a great position for an individual with a wide variety of interests and talents who has a demonstrated ability to grow with an organization.

RESPONSIBILITIES
Cultivation & Stewardship
• Establish and expand donor and prospect profiles
• Research potential prospects and prepare reports for discussion and strategy sessions with staff and volunteer leadership
• Build campaign prospect pool and develop individualized cultivation strategies
• Foster personal connections on behalf of Tudor Place with a pool of prospects and donors
• Serve as liaison to neighborhood stakeholders, in close collaboration with Executive Director
• Develop a series of high-end cultivation activities that promote awareness of the campaign and deepen relationships with current and potential donors, including behind-the-scenes and hard-hat tours, “friendraisers,” and other events
• Develop milestone campaign events to celebrate and mark progress and achievements
• Ensure donors are informed of the progress of specific projects as well as the campaign as a whole
• Oversee gift processing and acknowledgement

Capital Campaign Steering Committee
• Act as main contact for volunteer committee and its leadership
• Prepare reports and other materials
• Assist and support committee members and Trustees in following through on their assignments, including introductions, solicitation calls, and invitations to cultivation activities
• Execute key follow-up actions, and record relationships, actions, and results in the constituent management database
Fundraising

• Work collaboratively with Development & Communications team to create content that raises awareness of the goals of the MPP and encourages giving to the Capital Campaign
• Assist Executive Director with grant proposals for MPP projects
• Develop creative methods for raising the required funds, including crowdfunding and story-based appeals

EXPERIENCE & EDUCATION REQUIREMENTS

• B.A. /B.S. degree (Master’s degree preferred)
• Experience in development work with a nonprofit, particularly at a museum or historic site

KNOWLEDGE, SKILLS & ABILITIES

• Knowledge of and interest in museums or historic sites
• Ability to unify diverse stakeholders in service to common goals; excellent interpersonal and project management skills
• Excellent communications skills, including public speaking and writing
• Knowledge of planned giving and major gifts programs
• Ability to balance multiple priorities and deadlines
• Proficiency in Microsoft Office programs
• Knowledge of Blackbaud software or other constituent databases (Altru experience a plus)
• Knowledge of prospect research tools (Donor Search experience a plus)

COMPENSATION & BENEFITS

Salary will be based on experience. Salary range: $40s.

Tudor Place prides itself on offering excellent benefits to eligible employees, including paid leave; paid holidays; life insurance; medical benefits; free, on-site parking; and a staff Museum Shop discount.

TO APPLY

Please email Helen Hubbard-Davis, Director of Finance & Administration at careers@tudorplace.org with resume and cover letter. Please include “CAPITAL CAMPAIGN COORDINATOR” in subject field. No phone calls please.