



POSITION DESCRIPTION

TITLE:	Capital Campaign Coordinator
SUPERVISOR:	Executive Director
CLASSIFICATION:	Full-Time, Non-Exempt, Non-Emergency

POSITION DETAILS

The **Capital Campaign Coordinator** is responsible for fundraising activities supporting the implementation of the projects of 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 a rising development professional with a wide variety of interests and talents, who has a demonstrated ability to grow with an organization.

RESPONSIBILITIES

Cultivation & Stewardship

- 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
- 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
- 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

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

Tudor Place provides 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

Email Director of Finance & Administration Helen Hubbard-Davis at careers@tudorplace.org with cover letter and resume. Please include "Capital Campaign Coordinator" in the subject line. No phone calls please.

Tudor Place is an Equal Opportunity Employer