

**Brief Description of Organization:**

Ronald McDonald House Charities New York Metro (RMHC NYM) is a not-for-profit 501(c)(3) organization that focuses on the critical needs of children by operating programs that provide families with access to pediatric healthcare on Long Island and allows the family unit to remain together during the stress and uncertainty of a medical crisis.

Position Title: Capital Campaign Manager

Salary: \$70,000 - \$80,000

Reports to: Director of Major Gifts

Position Summary/Overview:

The Capital Campaign Manager is a full-time, salaried position and reports to the Director of Major Gifts. The primary responsibilities of the Capital Campaign Manager are to ensure all aspects of the major gifts program and capital campaign move forward, data is captured accurately, and individualized strategy is created for the organization's portfolio of major donors. 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 will work with a variety of campaign volunteers and donors. Additionally, the Capital Campaign Manager will maintain a portfolio of major donors and is responsible for cultivation and stewardship of this portfolio.

Essential Functions:

- Capital Campaign Strategy and Planning
 - Help lead the strategy development and planning of the campaign, working collaboratively with the Director of Major Gifts and Capital Campaign Cabinet
- Capital Campaign Management
 - Develop and Manage campaign prospect lists, including research and tracking
 - Recruit, train, and manage campaign volunteers
 - Schedule and support capital campaign meetings
- Capital Campaign Reporting
 - Prepare monthly and quarterly reports for the Senior Leadership Team and the Capital Campaign Cabinet
- Capital Campaign Communications
 - Plan and implement cultivation and recognition events
 - Collaborate with our staff to develop capital campaign print, web, and social media and communications materials
- Cultivation and Solicitation
 - Develop and execute targeted cultivation plans
 - Work with the Executive Director and members of the Committee and Board, to cultivate prospects
 - Refine and execute solicitation strategies
 - Prepare and provide support to staff, board, and volunteers for solicitations
 - Participate in solicitations



Background, Education, Experience, Knowledge & Skills:

- Bachelor's Degree (preferred)
- At least three years of experience in supporting major gift fundraising, capital campaigns and concrete understanding of Moves Management.
- Familiarity with RMHC NYM
- Working knowledge of Raiser's Edge (NXT)
- Problem-solving and critical thinking
- Must be organized, have strong attention to detail, and be able to accept direction and to work independently.
- Excellent written and verbal communication skills. Ability to communicate and collaborate effectively and appropriately with staff, donors, volunteers, prospects.
- Advanced knowledge of Microsoft Office required

To Apply:

Please send COVER LETTER AND RESUME to jbicierro@rmhcny.org. No phone calls please.

RMHC NYM offers a competitive compensation and benefits package, including employee health benefits, a matched 403(b) plan, life insurance, disability insurance, flexible spending account, generous paid time off and professional development opportunities. Must be able to successfully pass a background check. EOE.

The above information in this description has been designed to indicate the general nature and level of work performed by employees with this level of responsibility. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees in this position.