



Job Title: Capital Campaign Manager

Salary Range: \$70,000 – \$80,000 per year

Location: Ronald McDonald House Charities New York Metro – New Hyde Park, NY

Type: Full-Time

About RMHC New York Metro

At Ronald McDonald House Charities New York Metro (RMHC NYM), we are dedicated to providing comfort, care, and a "home away from home" for families with children undergoing medical treatment. Our mission is to create, find, and support programs that directly enhance the health and well-being of children and their families. Join us in making a meaningful impact in our community!

Position Overview

The Capital Campaign Manager will be at the forefront of a once-in-a-generation opportunity: leading the effort to build the first Ronald McDonald House in Suffolk County at Stony Brook Children's Hospital. This is a pivotal role within Ronald McDonald House Charities New York Metro (RMHC NYM), reporting to the Director of Development and working closely with senior leadership and campaign stakeholders. The Capital Campaign Manager will drive the daily execution of a multimillion-dollar campaign, overseeing donor cultivation and stewardship, data and pipeline management, volunteer engagement, communications, and performance tracking. This is a high-visibility position ideal for a motivated, mission-driven professional who is ready to make a lasting positive impact on the lives of families and children in our region.

Key Responsibilities

Donor Engagement

- Maintain a portfolio of major donors, leading cultivation, solicitation, and stewardship efforts.
- Manage and develop a robust pipeline of prospective donors through research, outreach, and engagement strategies.
- Create compelling proposals, grant submissions, and donor-facing materials to support fundraising objectives.
- Provide strategic and logistical support to organizational leadership for high-level donor meetings.

Campaign Oversight

- Drive all day-to-day operations for the capital campaign in close collaboration with the CEO, COO, Director of Development, and Campaign Cabinet, ensuring internal alignment and momentum toward fundraising goals.
- Manage all campaign operations, ensuring timelines, benchmarks, and deliverables are met with precision.

Community Awareness

- Oversee the planning and execution of volunteer-driven outreach and fundraising efforts that elevate the campaign's visibility and impact.
- Cultivate community engagement to broaden awareness and develop grassroots support for the campaign.

Events & Communications

- Lead the planning and execution of cultivation, recognition, and milestone events to engage donors and community stakeholders.
- Collaborate with the Director of Marketing to develop campaign materials, web content, and targeted messaging across platforms.

The above information 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 and responsibilities required of employees in this role.

Preferred Qualifications

- A passion for RMHC NYM's mission and a heartfelt commitment to supporting families in need.
- Minimum of 3-6 years of experience in major gifts or campaign fundraising.
- Strong organizational skills, attention to detail, and ability to work independently.
- Comfort speaking to large groups and representing RMHC NYM at external events.
- Outstanding proposal writing and presentation skills that inspire and engage.
- Proficiency in Microsoft Office Suite and donor management software.
- Experience working with boards, volunteers, and major donors.

Application Process

Ready to make a difference? We invite you to submit your resume and cover letter detailing your qualifications and passion for this role. Please send your application to jrulli@rmhcny.org with the subject line "Capital Campaign Manager."

Benefits

RMHC NYM offers a competitive compensation and benefits package, including:

- Health, dental, and vision insurance
- Matched 403(b) retirement plan
- Life and disability insurance
- Flexible spending accounts
- Generous paid time off
- Professional development opportunities

Equal Opportunity Employment

At RMHC NYM, we celebrate diversity and are committed to creating an inclusive environment for all employees. We are proud to be an equal opportunity employer and welcome applicants from all backgrounds to join our mission-driven team.