Job Description
Capital Campaign Manager
12/12/2022

Job Title: Capital Campaign Manager
Department: Development
Reports to: Senior Director of Development
Job Type: Full Time
Salary Range/ Pay Rate: $60,000+

ABOUT THE Z:
The Zeiterion Performing Arts Center (The “Z”) is a non-profit organization whose mission is to entertain, educate, and inspire our community by presenting a diverse array of high-quality performing artists and providing engaging learning opportunities that contribute to the cultural, social and economic vitality of the South Coast.

POSITION OVERVIEW
The Zeiterion Performing Arts Center has embarked on a transformative capital improvement effort that will restore and renovate the building, creating a state-of-the art facility that serves the community on show nights and beyond. This multi-million-dollar project has a multi-pronged funding package, approximately one-third of which is philanthropy. As we near the completion of a successful leadership phase, we seek a Campaign Manager to serve as project manager of the philanthropic campaign – including but not limited to prospect research, strategy, cultivation, solicitation, event planning, and communications – for the next two years. The Campaign Manager will work collaboratively with the Senior Director of Development and President/CEO to help transition from the leadership phase into and through the public phase of the campaign. This position is posted as full-time, but we are willing to consider a flexible schedule for a candidate with strong skills and experience.

RESPONSIBILITIES:

- Work collaboratively with the Senior Director of Development and President/CEO to develop campaign strategy, set goals, etc.
- Serve as a project manager to facilitate campaign events, communications, and other activity and to ensure the activity is meeting goals, deadlines, and budget projections
- Participate in Capital Campaign Committee meetings including creating agendas, reporting on campaign progress, and recording proceedings
- Manage donor pipelines, tracking prospects, implementing strategy, including facilitating involvement of committee members
- Research prospects on the individual, corporation, and foundation levels
- Create and edit campaign communications, such as acknowledgements, follow-up letters, etc.
- Manage and help implement strategies for various campaign activities, including campaign kick-off, donor cultivation and stewardship events, and campaign celebration
- Manage detailed and accurate donor database entries including pledge agreement and tracking pledge fulfillment
- Plan and implement stewardship of all gifts
- Manage campaign-related tours and visits to The Z
QUALIFICATION REQUIREMENTS:

- A minimum of 3 years of experience in nonprofit development programs, campaign experience a plus.
- Strong project management skills
- Strong database management and data analytics skills
- The ability to independently manage workload in a fast-paced environment
- The ability to demonstrate flexibility as a member of a strongly collaborative, cross-functional team
- Proficiency with Microsoft Office
- Experience with Patron Manager, Salesforce, or similar sales software
- Excellent communication, interpersonal skills & attention to detail
- Experience in the arts and/or a passion for The Z’s mission

EQUAL OPPORTUNITY:

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen in our employ, in our seats and on our stage.

COVID-19 PROTOCOL:

A full dose COVID-19 vaccine regimen, including booster, is a condition of employment and volunteering for all Z staff, event personnel and volunteers. In a case where individuals fall under a legally covered exemption, that individual should present a qualifying reason for the exemption, in which case The Z will make reasonable accommodations and offer other protocols including regular testing plus mask wearing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment ranges from low to high
- The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams
- The Z is on an active, and ongoing, journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity

HOW TO APPLY

Send resume to careers@zeiterion.org