



Job Title: Capital Campaign Manager

Reports to: CDO

Job Type: Temporary Full-Time

Location: New Canaan, CT

### Job Summary

The Capital Campaign Manager is responsible for planning, managing, and executing the capital campaign efforts to support the growth and expansion of the Waveny Lifecare Network. This role involves close collaboration with senior leadership, board members, volunteers, and external partners to meet campaign goals. The ideal candidate will have experience in campaign management, donor cultivation, stewardship, grant writing, and a strong understanding of fundraising best practices.

### Key Responsibilities

#### Campaign Strategy & Planning

- Develop and implement a comprehensive capital campaign plan, including campaign milestones, timelines, and measurable goals.
- Collaborate with the Director of Development and leadership team to identify fundraising targets and strategies.
- Conduct feasibility studies and assist with the preparation of campaign budgets and projections.

#### Donor Cultivation & Stewardship

- Identify, cultivate, and manage relationships with prospective donors, including individuals, corporations, and foundations.
- Work closely with board members, volunteers, and other stakeholders to develop prospect lists and lead engagement strategies.
- Coordinate and lead donor solicitation efforts, including preparing proposals, managing donor communications, and organizing cultivation events.

#### Campaign Execution

- Oversee day-to-day campaign operations, ensuring all activities align with campaign goals and deadlines.
- Develop and manage a robust donor stewardship program to acknowledge and recognize gifts appropriately.
- Track, monitor, and report on campaign progress, ensuring accurate record-keeping and reporting for internal and external audiences.

#### Grant Writing

- Identify, draft, and prepare Grant submissions for the continuum.

## Communications & Marketing

- Collaborate with the marketing and communications team to create campaign materials, including brochures, social media content, newsletters, and press releases.
- Ensure consistent messaging and branding across all campaign communications.
- Engage in public speaking opportunities and represent the organization at campaign-related events.

## Campaign Ambassadors

- Recruit, train, and manage campaign ambassadors.
- Facilitate campaign ambassador meetings, providing ongoing guidance and support to campaign committee members.

## Qualifications

### Education & Experience

- Bachelor's degree in nonprofit management, business, communications, or a related field (Master's degree preferred).
- Minimum of 3-5 years of experience in nonprofit fundraising, with a focus on capital campaigns or major gifts.
- Proven track record of meeting or exceeding fundraising goals in a campaign setting.

### Skills & Abilities

- Excellent verbal and written communication skills, with a talent for persuasive storytelling.
- Strong project management and organizational skills, with the ability to manage multiple priorities and deadlines.
- Proficiency in CRM software (e.g., Salesforce, Bloomerang) and Microsoft Office Suite.
- High level of discretion and professionalism in handling confidential information.

### Personal Attributes

- Driven, results-oriented, and passionate about the mission of Waveny Lifecare Network
- Ability to work collaboratively with diverse groups, including board members, staff, volunteers, and donors.
- Strong interpersonal skills and an ability to build and maintain meaningful relationships with stakeholders.

### Compensation and Benefits

- Salary range: \$70K per year

### Fitness Requirements:

- Frequent sitting at a desk for document preparation. Periodic walking and standing for movement around the facility for meetings. Sporadic reaching, twisting, and bending for office-related tasks.

### To Apply

Please submit your resume, a cover letter detailing your relevant experience and interest in the position, and three professional references to Manuel Mesa, The NonProfit Group, at [manuel@thenpg.com](mailto:manuel@thenpg.com).