

***Lourdes High School***  
***“Building Our Future” Campaign***

**Capital Campaign Manager**  
**Job Description**

Reports to: Board of Trustees, Rochester Catholic Schools (RCS)  
Terms: Full-Time Exempt (project position)

**EXPECTATIONS**

The Campaign Manager is a key, full-time staff position for the duration of the Rochester Catholic Schools \$15 million capital campaign -- Lourdes “Building Our Future” Campaign (LBOF). The Campaign Manager works closely with RCS staff, Trustees, and the Campaign Steering Committee. The Campaign Manager serves as an enthusiastic, energetic, and articulate spokesperson for the Campaign in the efforts to build a new, state of the art, high school in beautiful Rochester, Minnesota.

Responsibilities include: prospect research, donor stewardship and cultivation, management of campaign committees, campaign progress reports, and promotion of the mission and the vision of the Campaign. The Campaign Manager will have the services of a full time clerical person who will be responsible for data entry, gift processing, and gift acknowledgment.

**GENERAL SUMMARY**

The Capital Campaign Manager will report to the Board of Trustees for the Rochester Catholic Schools, for day-to-day planning, coordination, and management of the Capital Campaign. The Campaign, which began in 2009, has already achieved \$9.3 million of the \$15 million goal.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Work with the President of Development and Campaign Steering Committee to strategically plan and set priorities and goals for the next phase of the Campaign.
- Implement all aspects of the Campaign plan including marketing the case, developing ongoing communications plans and coordinating the cultivation and solicitation of prospects
- As the leader of the Campaign team, work in collaboration and cooperation with management and volunteer leadership
- Recruit additional people to serve on Campaign committees and develop a weekly/monthly work flow plan.
- Update existing collateral materials, and keep the website accurate
- Work with Campaign team to develop strategies and follow up for individual and institutional prospects
- Identify, cultivate, and solicit prospects for campaign gifts
- Recruit, motivate, manage, and inspire volunteers to stay on track and complete assignments
- Train volunteers with the skills and materials necessary to succeed in their solicitations

- Actively research and assist with the creation of grant proposals
- Manage the process by which prospect information is gathered and stored; supervise the clerical staff who input data and manage the gift acknowledgement process
- Prepare bi-weekly status reports for the RCS President of Development, the Board of Trustees, and the Campaign Steering Committees
- Manage and coordinate Campaign cultivation events
- Manage the volunteer recognition process. Create and implement cultivation and stewardship plans for major donors; oversee planning of group stewardship activities. Maintain and implement calendar of cultivation meetings for all constituent groups.
- Other duties as assigned

## **QUALIFICATIONS**

Success in this position depends on the candidate's strong interpersonal and organizational skills, a belief in the LBOF case for support, and the energy and enthusiasm to achieve campaign goals. This is a one year position with the possibility of further leadership.

The successful candidate will have the following qualifications:

- Education: Minimum bachelor's degree; MA or CFRE preferred (work experience may substitute for education)
- Experience: Substantial professional experience in fundraising, and specific campaign experience, including the personal attainment of major gifts (not just as a team member)
- Strong commitment to the mission, vision, values, and programs of the organization, and the ability to convey that information
- High level of computer proficiency
- Willingness to operate in a "hands-on" environment
- Team player, with the ability to motivate volunteers; prior experience working with volunteers is a significant plus
- Ability to manage multiple demands in a rapidly changing environment
- Strong analytical skills and a service approach
- Proven ability to exercise good and independent judgment; follow-through on details; and plan and act strategically, tactfully and creatively
- Excellent communication skills, both oral and written
- Ability to work with all levels of the organization
- Flexibility and a good sense of humor

## **COMPENSATION**

This is a full-time, project, exempt, professional management position. To attract an individual with outstanding personal and professional qualifications commensurate with the importance of these responsibilities, the Rochester Catholic Schools offers a competitive salary and flexible schedule. Consulting companies may apply. This position will be staffed for the length of the campaign, which is anticipated to conclude in late 2011 or early 2012.

Please send a cover letter and resume by November 6, 2010 to: Executive Search at PO Box 523, Sterling, MA 01564 or electronically to [annracine@aol.com](mailto:annracine@aol.com). Please reference "LBOF Executive Search" in the subject line.