

# Society of St. Andrew

GLEANNING AMERICA'S FIELDS ~ FEEDING AMERICA'S HUNGRY

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Gleaning Network • Potato & Produce Project • Harvest of Hope



## Campaign Manager

**Title:** Campaign Manager

**Reports to:** Director of Development

**Basic Functions:** Manage capital campaign, staff and support internal and external campaign leaders, and oversee operational details of campaign.

**Location:** Big Island, Virginia (Lynchburg/Bedford area)

**Starting Salary:** \$39,000. This is a 3-year contract position with potential to transition into a permanent position at campaign's completion.

**Starting Date:** when filled

**Application Info:** Email résumé and cover letter (Word or PDF) to D'Lynn Burgess, Human Resources Director at [hr@endhunger.org](mailto:hr@endhunger.org)

The Society of St. Andrew, an established faith-based 501(c)(3) nonprofit organization with national reach and a \$3.8 million annual operating budget in 2022, seeks a Campaign Manager to work closely with the Executive Director, Director of Development, and Campaign Committee to help keep the campaign on schedule and progressing with a high level of visibility and momentum that engenders a sense of excitement, optimism, and confidence in achieving the capital campaign goal. The Board of Directors is committed to responsive and responsible growth in program and funding, to increase fresh produce recovery and distribution steadily in the coming years. The Campaign Manager will be an integral part of the development team that brings the Board's vision to life, so that increasingly more hungry people in this country have healthy food available every day to supplement their diets.

### Specific Duties and Responsibilities

#### **Major Donor Solicitation Support**

1. Work with Executive Director, Development Director, and campaign volunteers to schedule meetings with prospective donors, including email and phone calls to all people involved. Send confirmation emails before each meeting, as well any necessary information to the donor before the meeting.
2. Prepare materials needed for major donor meetings. Customize materials, keep them updated and organized, and prepare packets of materials for donor meetings as directed by the Executive Director, Development Director, and solicitors.
3. Follow up with staff or campaign volunteers leading the meetings to record and file notes and action items. Ensure donors are thanked appropriately and receive all materials or actions promised at the meeting.
4. Conduct prospect identification and research to identify prospective donors and to gather information about both new prospects and current donors.
5. Work with the campaign committee and staff to develop and execute a communication plan for donors.

### **Campaign Committee Support**

1. Work with Executive Director, Development Director, and campaign leaders to schedule committee meetings and make sure all necessary material is organized and available at each meeting.
2. Attend campaign committee meetings and keep accurate notes about what happened, especially noting who agreed to do what following the meeting. Follow-up with each person about what they have agreed to do and provide them whatever they need to get the task done.
3. Utilize donor database to help generate potential campaign donor lists.
4. Coordinate other meeting follow-up, such as drafting notes for Executive Director, Development Director, and campaign leadership after the meeting.

### **Gift Acknowledgment and Tracking**

1. Ensure that every campaign gift and pledge is managed seamlessly so that the donor is officially thanked within 48 hours of gift receipt and thanked again by other members of the campaign team.
2. Ensure that each gift is credited appropriately in the donor database.
3. Manage pledge redemption process with reminder letters to donors where necessary.
4. Maintain an updated list of naming opportunities.

### **Campaign Reporting and Coordination**

1. Update campaign reports and ensure current campaign reports are easily accessible.
2. Work with other development staff to ensure that all contact with campaign donors is coordinated and does not conflict with other operating fundraising and volunteer efforts, including the annual fund.

### **Communications and Public Relations Support**

1. Coordinate public relations and communications plan during the campaign's Public Phase to maintain momentum.
2. Develop invitation lists, tracks RSVPs, send invitations, arrange for food and drink, manage the event budget, work with hosts, prepare speaker(s), and handle follow-up.

Other duties may be necessary or assigned from time to time.

### **Education, Skill, and Physical Labor Expectations**

- 2-4 years fundraising experience preferred
- College degree preferred (additional relevant experience may be substituted for degree)
- Excellent oral and written communication skills
- Proficient computer usage; willingness to learn new programs and skills
- Experience with a fundraising database, such as DonorPerfect, preferred
- Goal-directed self-starter, with a strong work ethic
- Collegial style
- High level of attention to detail
- Ability to work on multiple projects simultaneously with minimal supervision, while achieving goals and objectives in a timely manner
- Ability to maintain a high level of professionalism and confidentiality in all circumstances

- Ability to initiate and build relationships with campaign volunteers and leaders and interact professionally by phone, email, and in-person with institutional representatives
- Conversant with Christian faith language and texts; comfortable speaking with people of faith
- Able to lift up to 25 pounds occasionally

### Other

Successful education and employment records and reference checks will be required prior to any job offer being extended. A national criminal background check (at SoSA's expense and initiation) will be required upon hire. Employment with the Society of St. Andrew is at will.

### Work Hours and Conditions

This position will be based at the Society of St. Andrew's national headquarters outside Big Island, Virginia. Regular office hours are 8:00am-4:00pm Monday-Friday. Some weekend and evening work will be required. Overnight travel may be required occasionally in this position. All necessary office equipment, furnishings, and supplies will be provided.

### Benefits

After 60 days, this position is eligible for Health, Dental, and Vision Insurance coverage. SoSA pays 80% of individual and 70% family premiums for the lowest cost of several available health care options and provides assistance toward medical expenses through a contribution to a Health Savings Account for the employee.

In January or July after one full year of employment, this position is eligible for 401K enrollment. SoSA puts in 5% of salary and matches up to an additional 4% employee contribution.

Sick leave and vacation accrue from the first day of employment at a rate of 8 hours per month each. There are 12 paid holidays annually.