



CAPITAL CAMPAIGN MANAGER

Position Duties and Responsibilities

The Wenatchee Valley Museum and Cultural Center (WVMCC) fosters dynamic connections to the history, cultural traditions and arts of the Wenatchee Valley. As a mid-size, the WVMCC is a vital hub for creating community connections with our region's unique heritage and arts through creative, interdisciplinary programs, exhibits, and publications.

Today, Museum leaders are embarking on a \$30M capital campaign to expand and renovate our historic buildings and diverse exhibits. To help ensure the success of the capital campaign, Museum leadership is seeking a qualified individual for serve as a Capital Campaign Coordinator through the duration of the project, 2025-2027.

The Capital Campaign Manager executes communications and fundraising support of capital campaign initiatives, major giving, and campaign-related events. This position applies exceptional organizational and management skills to ensure details are captured accurately for all activities. Interacting with donors and volunteers respectfully and professionally in person, by phone, and in writing are regular expectations. This position works closely with Museum leadership and the Capital Steering Committee (CSC) to execute the phases of the capital campaign project and is a team player with a donor centric approach.

Reporting to the Executive Director, the Capital Campaign Manager has the following responsibilities:

ADMINISTRATIVE SUPPORT

- Provide support to Museum leadership and the Campaign Steering Committee by maintaining effective day-to-day administration of the capital campaign which includes scheduling meetings, providing administrative support, and other duties as required
- Respond to inquiries from donors and others in person, on the phone, and/or in writing
- Assist with planning and executing campaign events including onsite meetings and visits, confirming participants and guests, arranging for parking, greeting, catering, tour planning, and follow-up
- Participate in stewardship activities including phone calls to donors
- Prepare and print various types of correspondence; fold and stuff envelopes for mailings
- Follow up with pledge commitments and past due pledges
- Prepare and update dashboards to show progress of campaign
- Work with Development department to ensure that gifts are acknowledged with appropriate recognition and appreciation

COMMITTEE MANAGEMENT

- Assist in the preparation of agendas and materials for CSC meetings
- Document and distribute meeting minutes and tasks and assignments
- Communicate with key committee, board members, and community stakeholders
- Follow up to ensure completion of CSC action items

FUNDRAISING SUPPORT

- Research donor information and past WVMCC giving history
- Record planned asks, pledges, and other proposal information
- Run campaign proposal and progress reports
- Enter notes to track conversations and meetings
- Take the lead in asks during the Business and Community Campaign
- Work with Museum Development Director to launch a Charter Membership program

CAMPAIGN COMMUNICATIONS

- Implement and monitor campaign communication plan
- Create communication tools and create/oversee development of campaign collaterals
- Support campaign communications through community presentations and other media opportunities.

POSITION DETAILS

This position may perform other duties as assigned or directed. This position requires a high level of organizational ability, attention to detail, and ability to manage tight timelines. A donor service orientation demonstrated by the ability to anticipate, understand and respond to the needs and expectations of donors. Ability to deal tactfully and courteously with others. Must be able to communicate clearly and with brevity orally and in writing. Accommodations may be made to individuals with disabilities to perform the essential job functions. Must be able to attend work on a regular and dependable basis. May require a flexible work schedule.

QUALIFICATIONS

A minimum of three years' experience in communications, fundraising and/or non-profit work is preferred. Education and/or experience requirements may be adjusted for equivalencies. Demonstrated excellence in organization, writing and correspondence. Proficiency in Microsoft Office with emphasis on Word, Excel, and Power Point as well as fundraising-related databases and software.

This is a 30 to 40 hour/week position, with an hourly range of \$35 to 38/hour, approximately \$72,000 - \$80,000 annually for 1 FTE. Museum benefits for this position include paid time off (vacation/sick/holiday), a healthcare stipend, IRA matching program, and opportunities for professional development. This a two-year position related to the campaign, with the opportunity to move into a permanent position in the Museum's Development Department.

Interested applicants should submit the following materials to Marriah Thornock, Executive Director with the subject heading: Capital Campaign Manager.

- An updated resume in PDF or Word format
- Letter of interest describing why you are interested in this position and how your experiences meet the needs of the position

The Wenatchee Valley Museum and Cultural Center is committed to creating a diverse environment and is an equal opportunity and at will employer. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local law.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.