

Job Title: Capital Campaign Manager

Location: Dripping Springs Community Library, Dripping Springs, Texas

Reports to: Board of Directors

Position Type: Full-Time / Exempt

Job Summary

The Capital Campaign Manager will play a vital role in the success of the Dripping Springs Community Library's fund development by coordinating fundraising-related activities. This individual will work closely with the Director, Board of Trustees, volunteer committees, and key community stakeholders to meet ambitious fundraising goals for the library's growth and development. This role involves relationship building, donor cultivation, and stewardship to secure major gifts and ensure the capital campaign's success.

Key Responsibilities

1. Development Strategy and Planning

- Implement a comprehensive development strategy with clear goals, timelines, and benchmarks.
- Collaborate with the Director and Board of Trustees to establish and refine development priorities, goals, and messaging.
- Prepare detailed development work plans, including budgets, prospect lists, and timelines.

2. Donor Cultivation and Stewardship

- Identify, cultivate, and solicit major gift prospects and donors, working to develop strong, long-lasting relationships.
- Coordinate and support volunteer committees, managing communication, scheduling meetings, and preparing reports to keep stakeholders informed.
- Work with the library's marketing and communications team to create development materials, including brochures, case statements, proposals, and online content.

3. Gift Solicitation and Tracking

- Develop and execute strategies for soliciting major gifts, planned gifts, and corporate and foundation contributions.
- Track and manage prospect activity and donations using the library's donor database, Bloomerang.
- Execute a structured donor recognition program and manage acknowledgments for gifts received.

4. Campaign Events and Communications

- Plan and execute fundraising events, such as donor receptions, community awareness events, etc.

- Prepare and deliver presentations to key stakeholders, including library staff, board members, and community groups.
 - Serve as the primary point of contact for all development-related inquiries.
- 5. Reporting and Accountability**
- Regularly report on development progress to the Director, Board, and volunteer committees, providing data on fundraising metrics and milestones.
 - Maintain meticulous records of all donor interactions, gift agreements, and campaign expenditures.
 - Provide analysis of fundraising performance, recommend adjustments, and implement best practices to meet fundraising goals.

Qualifications

- **Education:** Bachelor's degree in nonprofit management, business, communications, or a related field.
- **Experience:** At least 3 years of experience in fundraising, with a strong emphasis on capital campaigns, major gifts, or development work within a nonprofit environment. Library experience or familiarity with public sector fundraising is a plus.
- **Skills:**
 - Proven success in managing fundraising campaigns, including donor cultivation, solicitation, and stewardship.
 - Excellent written and verbal communication skills, with the ability to engage and inspire potential donors.
 - Strong organizational skills, attention to detail, and ability to manage multiple tasks and deadlines.
 - Proficiency in fundraising software and donor databases (e.g., Bloomerang, QGiv).

Personal Attributes

- High level of professionalism and integrity, with a commitment to maintaining donor confidentiality.
- Strong interpersonal skills and the ability to build positive relationships with diverse groups of people.
- Creative thinker who is adaptable and open to innovative approaches in fundraising.
- Passion for libraries, literacy, and community development.

Benefits

- Competitive salary and benefits package, including health insurance, Simple IRA plan, and PTO.
- Opportunities for professional development and growth within a dynamic, mission-driven organization.