

Capital Campaign Manager for Appleton Public Library Building Project

The capital campaign manager occupies a crucial position in the campaign. In addition to general administrative duties, he or she serves as the principal contact person for the Committee, volunteers, and consultants. His or her principal function is to keep the campaign running smoothly and to support the volunteers as they carry out their responsibilities on behalf of the campaign.

Responsibilities

- Record all gifts and pledges in donor database
- Acknowledge campaign gifts and pledges in a timely manner, according to processes determined by campaign committee and counsel
- Prepare summary reports to track pledges, gifts, and solicitation progress; present reports at Campaign Committee meetings and as requested by campaign leadership and counsel
- Make arrangements for Campaign Committee meetings
- Prepare customized materials for donor meetings and any follow-up materials as necessary
- Maintain updated list of naming opportunities
- Coordinate and plan logistics and support of all campaign events, including small group receptions, community stakeholder events, public phase community outreach, etc.
- Coordinate appropriate follow-up communications as needed

Experience

- General office administrative experience
- Ability to work with a minimum amount of supervision
- Excellent written and verbal communication skills
- Must be proficient in Outlook, Teams, Word, Excel, and PowerPoint
- Must be able to prioritize tasks, work well under pressure, and maintain a high level of confidentiality

Personal Qualities

- Attention to detail and highly organized
- Reliable; able to prioritize and meet deadlines
- Flexible with ability to adjust and pivot as needed
- Strong written and verbal communication skills
- Fox Valley communities resident (this role will require in-person duties).

Hours and Compensation

- 20 hours/week
- \$25/hour, no benefits
- Target start date: late June/early July
- Position runs for 12 months

Please send your cover letter, resume and 3 references to Kara Sullivan at ksullivan@friendsofappletonlibrary.org by June 3rd.