

## **Job Description: Capital Campaign Manager**

### **Position Summary:**

The Capital Campaign Manager will coordinate all aspects of a joint \$1 million fundraising campaign to create a new Center for Design, to open in Seattle in late 2015. The culmination of this collaborative project will result in a space where members of Seattle's architecture and design community and the general public will come together to have thoughtful conversations about good design and urban development. The new space will host lectures, educational forums and special events and will serve as home base for AIA Seattle, Seattle Architecture Foundation, and Design in Public, an affiliate of AIA Seattle.

This temporary position is full-time through October 2015. Contract employment will be considered for the right candidate.

### **Lead Partners:**

**AIA (American Institute of Architects) Seattle** ([aiaseattle.org](http://aiaseattle.org)) advances the design profession and improves the community. We lead by developing expertise and building connections. Founded in 1894, AIA Seattle is a not for profit professional association of architects, allied professionals, and laypeople. It is the seventh largest urban component of the American Institute of Architects, with almost 2000 members throughout the Puget Sound area. AIA Seattle operates as an IRS designated 501(c)(6) corporation.

**SAF (Seattle Architecture Foundation)** ([seattlearchitecture.org](http://seattlearchitecture.org)) inspires the public to connect with the built environment through architectural walking tours, lectures, exhibits and youth and family programs. Founded in 1982, SAF serves more than 6,000 individuals a year through its various programs which are led by volunteers. SAF is a 501(c)(3) non-profit corporation.

### **Essential Duties:**

#### **Event Management and Meeting Coordination 15%**

- Manage campaign events, including cultivation events, focus groups and public outreach activities.
- Responsible for all elements of campaign events, including developing invitations, ordering food/beverages and coordinating follow up.
- Coordinate committee meetings and compile notes/action items.
- Provide support for donor meetings & site visits.

#### **Communications and Marketing 15%**

- Utilize key messages and case for support to create and distribute campaign communication pieces for donors and prospects, including electronic newsletters, mailings, and campaign updates.

- Provide assistance with grants and other donor proposals.
- Develop talking points for speakers, written statements for media and presentations.
- Maintain photos, videos, schematic drawings, and have available for presentations as needed.
- Thank and recognize donors.

### **Administrative Support 70%**

- Maintain and update campaign prospect lists and related materials
- Prepare regular campaign reports to share with staff and volunteer leadership
- Ensure pledges and in-kind donations are documented and donor recognition is properly recorded.
- Ensure donors are acknowledged in a timely fashion.
- Work with selected vendor on donor recognition signage (displays within space).
- Maintain records of in-kind contributions, and provide statement of value to donor
- Work with project manager to follow up on in-kind contributions to ensure that donations are received at the time they are needed.

### **Job Skills and Attributes:**

- Strong organizational skills and project management experience
- Excellent written and verbal communication
- Interest in architecture, design or urban development
- Team oriented and able to work independently
- Diplomatic and confident; able to maintain good relationships with donors while enforcing expectations and requirements

### **Job Qualifications:**

- Requires BA Degree or equivalent
- A minimum of 1-2 years of experience in event planning, project management, fundraising, communications, marketing, or similar functions, preferably in a non-profit setting.
- Experience securing or supporting work around corporate sponsorships and grants.
- Proficiency in MS Office required. Experience with Adobe Creative Suite and Wordpress strongly desired.
- Experience working with leadership volunteers/boards a plus.
- Some availability on evenings required.

**To Apply:** Please email a cover letter and resume to [cmsearch@seattlearchitecture.org](mailto:cmsearch@seattlearchitecture.org) by 1/26. An optional 1-2 page writing sample (pdf format) would also be welcomed and will be reviewed. Resumes will be reviewed as they are received and interviews may be scheduled before the closing date.