



Technology Access Foundation Job Description

Position: Capital Campaign Manager (Full-time, four 10-hour days)

Job Summary:

Assist the Executive Director and Director of Development in all aspects of the Capital Campaign. Implement the capital campaign strategic plan, including the recruitment of campaign volunteers and management of the activities of Capital Campaign Committee, and profile donor prospects. This position will be responsible for initiating and managing internal and external relationships with volunteers, staff, and vendors. You will directly work with the Director of Development to communicate project needs, hurdles and deliverables.

Duties and Essential Responsibilities:

- Move project forward according to plan
- Schedule and follow-up on appointments and communications between volunteer leadership and prospective donors
- Ensure timely correspondence for all donor correspondence related to campaign
- Provide comprehensive donor research and analysis
- Update weekly or bi-weekly reports on campaign status
- Organize all campaign committee meetings, record minutes and maintain records
- Manage campaign-related events
- Support the Director of Development and Executive Director on campaign-related needs
- Oversee the assembly of custom collateral packets

Knowledge, Skills, and Abilities

- Understanding of capital projects, timelines, budgets and relationships between architects, contractors, funders, and public entities
- Ability to work well with limited supervision; independent problem-solving skills to handle multiple tasks and to prioritize appropriately
- Must be able to engage and communicate with a diverse group easily and clearly
- Strong interpersonal, analytical, technical, writing, and verbal skills
- Demonstrated organizational and time management skills
- Must have strong attention to detail
- Work well within a team

Education and Experience

- Bachelor's Degree or equivalent experience
- Proven track record with donor prospecting, relationship building, and capital campaigns (minimum \$5M goal)
- Experience in managing a campaign in a time of economic downturn a plus

Special Requirements: Able to work occasional early mornings, evenings, or weekends to attend meetings and events.

Travel: This position will include limited local travel. Having a car is required (mileage provided).

Technology Access Foundation seeks to ensure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability or any other characteristics as established by law.

People of color and members of the GLBTQ community are strongly encouraged to apply.

Salary: DOE

How to Apply:

- Send a cover letter and resume by **Friday, July 30, 2010**

To: tafjobs@techaccess.org

Subject: CC Manager

TAF website address: <http://www.techaccess.org>

No phone calls please

Interviews for this position will be held during the month of August

Desired hire date is in September 2010