Job Description
2022-2023 Season

Job Title: Campaign/Advancement Manager
Category: Regular Full-Time, Salaried with benefits, Non-Exempt

Overall Description: Working under the supervision of the Director of Advancement, the Campaign/Advancement Manager performs core department operations including database management, gift processing, donor receipts, acknowledgments, tracking, and basic analysis for the Capital Campaign as well as regular Annual operations. This position manages and oversees all Campaign donor events, and provides administrative support to the Campaign Steering Committee and Board Development Committee as well as the Advancement Department.

Responsibilities:
- Maintain all campaign prospect lists and all campaign-related reports including call logs
- Schedule campaign meetings for staff and volunteers, prepare meeting materials, record and manage action items for all staff and trustees/volunteers, and take meeting minutes
- Manage all Annual direct mail appeals as well as any special campaigns. Research and report on Individual Donor statistics and trends as requested.
- Serve as the primary liaison for all donors and donor prospects (including Annual and Capital Campaign donors, subscribers, and patrons). This includes providing audience services as needed.
- Manage database accurately and in a timely fashion including gift entry, acknowledgement letters, maintaining paper files, and regular reporting and analysis. Maintain database with current best practices, maximizing the benefits of all eTapestry capabilities. May have the support of an Administrative Assistant as available.
- Provide preparatory support for donor solicitations, the development of proposals and correspondence, and the recording of prospect strategies
- Coordinate donor pledge fulfillment for the Capital and Annual campaigns
- Serve as primary point person for the strategy, conception and management of all Campaign fundraising events. Schedule and run any committee meetings, develop and track invitations and responses, and manage all logistics of events. Supervise staff and interns in the execution of events as appropriate. Manage logistics for and staff Campaign Steering Committee and Board Development Committee meetings, taking minutes, then distributing and maintaining files of minutes and attachments.
- Conduct donor prospect research and assist with prospect identification as needed
- Develop and steward low- to mid-level donors to the Campaign as requested.
- Assist with the development of Campaign communication materials and management of the Campaign budget
- Ensure all donations are recognized appropriately in show programs, building signage, etc.
- Help staff non-campaign fundraising events and donor receptions as needed. Provide support which may include tasks such as: registration tables, food and beverage pickup and prep, décor, and clean up.
- Provide on-going scheduling, planning and other day-to-day management support as needed
- Participate in long-range planning, feasibility studies, and/or capital campaigns as requested.
- Adhere to Northlight policies as listed in Employee Handbook
- Perform any additional duties as assigned by Supervisor
- This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, within regularly scheduled work hours or as needed, in all Northlight functions as requested, on site and off.

Qualifications:
The successful candidate will be detail-oriented and have previous success managing multiple tasks simultaneously. They must possess superior organizational and interpersonal skills, demonstrate a high degree of initiative and energy, be a flexible team-player, and have strong analytical and solid writing skills. The selection process will focus on past success in a support role and a demonstrated passion for the theatre’s mission. A minimum of three years’ experience in progressively responsible positions required. Preference will be given to candidates with experience in development and/or performing arts management. Specific knowledge required includes: word processing, excel and database experience; cultivation/stewardship event planning; volunteer management; writing skills; and donor research.