

OurFundraisingSearch

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Organization:	Power 10
Job Title:	Director of Campaign Operations
Department:	Fundraising
Reports To:	Chief Executive Officer, occasionally supervised by Executive Vice President
Status:	Full time, exempt
Location:	Atlanta-based, possible remote opportunity

JOB DESCRIPTION (SUMMARY)

Power 10 seeks a mature, self-managing individual who is conscientious, a strong communicator, and a great problem solver to fill the role of Director of Campaign Operations (“DCO”).

The DCO is directly responsible for implementing the campaign management process and achieving the campaign goal within the time period agreed upon with the client. The DCO is responsible for learning / knowing established fundraising doctrine, and then implementing this doctrine through the process. The ideal candidate will have nonprofit major gift and/or capital campaign leadership experience, or comparable for-profit sales and client management experience.

Compensation and Benefits

The salary range for this position is \$90,000 - \$120,000+, based on background and experience.

DUTIES & RESPONSIBILITIES:

- Conduct pre-campaign feasibility study interviews of funding prospects in-person or via Zoom (client preferences govern), and record data and representative comments from interviewees.
- Assist in preparation of the end-of-feasibility study report and the preliminary campaign strategy / “game plan” contained therein.
- Manage and implement all activities associated with an 8-12-month capital fundraising campaign following Power 10’s three-phase, ten-step campaign management methodology.
- Research and develop all materials used in the cultivation and solicitation of prospects, including the Case for Support brochure and supporting Ask documents.
- Conduct prospect research, and prepare and maintain all prospect lists for the duration of the campaign.

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- Solicit (e.g., “make the Ask of”) 80 – 150 prospects per campaign; most often in-person, sometimes, via Zoom.
- Prepare and provide weekly written and verbal progress updates to the client.
- Recruit a high-level volunteer campaign leadership team and manage their operations throughout the campaign.
- Liaise with client staff to ensure accurate reporting and recording of campaign pledges and payment terms.
- WIN every campaign and ensure that the quality of service delivered results in new business for Power 10 with other clients in the community / region.
- Prepare a detailed Transition Report at the conclusion of the campaign.

Additionally, at times, the DCO will supervise the campaign work of an administrative “Campaign Coordinator.” The Campaign Coordinator is commonly a staff member of our client, so DCO supervision is primarily related to providing direction for specific tasks and not does involve performance management and related.

QUALIFICATIONS & SKILLS:

- 5+ years’ experience in chamber of commerce, economic development, or nonprofit organization fundraising or management; or, 5+ years’ experience in law, business or the military.
- Strong and demonstrable project management and organization skills.
- Comfortable with frequent social / business interaction.
- Strong, precise communication skills, both verbal and written.
- Share and model the company’s corporate values: integrity, leadership, initiative, and service.
- Adept at using common business technology; e.g., Microsoft Office skills required (specifically Word, Excel, PowerPoint, Outlook); Dropbox and Smartsheet experience a plus.
- Willingness to travel 4-to-6 nights per month, usually in 2 separate trips. (Note, occasionally, sometimes more travel can be required, depending on the preferences and needs of the specific DCO and campaign client involved.) Some projects may be close to home, some may require travel. Atlanta-based DCO’s are more likely to have projects near home than DCO’s who live elsewhere.

Special physical, mental, and environmental requirements:

Travel, including intermittent presence and observation with each program. Limited evening, night, weekend work requirements.

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Operational vehicle capable of long-distance travel and valid driver's license required.

Candidates located in the metro Atlanta area are preferred, but remote work will be considered for the right candidate.

EDUCATION:

Bachelor's degree from accredited college or university.

RECRUITMENT PROCESS:

Equal Employment Opportunity

Power 10 is an Equal Opportunity Employer. As such, it will make all employment decisions (including decisions about hiring, promotion, transfer, demotion, evaluation, compensation, and termination) without regard to race, color, national origin, sex, pregnancy, religion, age, disability, sexual orientation, gender identity/expression, HIV status, service in the uniformed services, genetic information, or any other classification protected by federal, state or local law.

To submit an application for this position, submit your resume and cover letter at:

<https://ourfundraisingsearch.welcomekit.co/>

No phone calls or visits, please. If you have application questions, please email them to ourfundraisingsearch@gmail.com.

ORGANIZATION DESCRIPTION (ABOUT):

Power 10 is a national capital campaign management firm specializing in campaigns to fund economic and community development programs at the city, county, region, and state levels, as well as for community nonprofits. Our staff has managed 100+ campaigns, raised \$500+ million and averaged more than 100% of goal. We are equally adept at managing first-time campaigns and "renewal" campaigns to fund second and subsequent programs.

What distinguishes the company most in the marketplace is that we consistently and reliably WIN our campaigns. More specifically, it is the talent and tenacity of the team, the fresh ideas, and the new money that we bring to each client, coupled with the tremendous campaign workload we take off of clients.