Capital Campaign Donor Relations Manager

Employment Status: *Full-Time, Salaried, Benefits Eligible, Remote*
Reports To: *Capital Campaign Coordinator; works in close coordination with the Executive Director*
Works With: *Campaign leadership and committees, donors and prospects, CTM staff, GSB Consultants, congregations, alumni, campaign volunteers, and ministry partners*

Position Summary

The Capital Campaign Donor Relations Manager provides donor-development, communications, and relationship-building services for the capital campaign.

Essential Responsibilities

- Support the Capital Campaign Coordinator and Executive Director in donor identification, cultivation, solicitation, stewardship, and donor-development activity. Lead and coordinate donor visits, stewardship events and gatherings.
- Serve as secondary campaign leader when needed by facilitating meetings, communicating assignments, maintaining follow-up, and ensuring continuity of campaign work. Work with GSB Consultant to coordinate, review, and update campaign materials for prospective donors.
- Maintain organized working files for donor-development materials and required documentation, while ensuring donor interactions and commitments are promptly transferred to CTM staff for official campaign records. Coordinate appropriate visit assignments, event logistics, and volunteer visit leads as needed.
- Support the Executive Director in sustaining annual-fund and legacy-gift relationships while the capital campaign is underway.
- Other campaign-related duties as assigned by the Campaign Coordinator.

Qualifications

- Bachelor's degree or equivalent combination of relevant education, certification, and experience in nonprofit development, fundraising, communications, marketing, business, public relations, ministry, or a related field.
- Strong organizational, project-management, written, and verbal communication skills.
- Ability to manage multiple relationships, assignments, deadlines, events, and communication projects simultaneously.
- Comfort interacting with donors, prospective donors, volunteers, congregational leaders, alumni, families, staff, and individuals representing a wide range of ages and backgrounds.
- Ability to exercise professionalism, confidentiality, discretion, and sound judgment when handling donor information and financial commitments.
- Comfort with technology, including office productivity software, donor or constituent databases, digital communications, presentation tools, and shared-document systems.
- Ability to work independently while functioning effectively within a collaborative leadership structure.
- Ability to travel and work occasional evenings and weekends as required by donor visits, campaign events, alumni gatherings, congregational activities, and other ministry commitments.

Preferred

- Experience in nonprofit fundraising, donor relations, major-gift development, capital campaigns, alumni relations, marketing, or communications.
- Experience supporting donor cultivation, solicitation, stewardship, or major-gift acquisition.
- Experience developing fundraising communications, digital content, events, or institutional storytelling.
- Experience with faith-based organizations, camps, congregations, educational institutions, or other mission-driven nonprofits.
- Familiarity with Lutheran congregational life and outdoor ministry.