



Campaign Manger

Ronald McDonald House Charities® Oklahoma City keeps families close by providing a home away from home and supportive community for families of seriously ill or injured children seeking treatment in area hospitals.

The Campaign Manager is responsible for assisting the Director of Development and President/CEO with implementation of the organization's fundraising goals. The candidate must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision, and be willing to work occasional evenings and weekends.

The Campaign Manager should provide outstanding customer service, be an enthusiastic and creative professional, and be able to build relationships with internal and external constituencies, all while promoting a positive image for the Charity.

Duties and Responsibilities:

- Assist the Director of Development and President/CEO with implementation of the organization's \$9M capital campaign to build a new Ronald McDonald House in NW Oklahoma City.
- Schedule and attend Campaign Cabinet meetings and one-on-one meetings with volunteers and prospects, as required to maintain campaign momentum.
- Work with the Director of Marketing/Communications to assist with the development of campaign collateral, including the case for support, visuals, graphics and printed materials.
- Assist with the development and implementation of a comprehensive communications plan for the campaign.
- Manage data entry for the moves management process to track donor prospect cultivation and solicitation.
- Establish stewardship steps for each pledged donor and work with the Development Manager to manage data entry into the donor database.
- Write funding proposals, supporting documentation and other fundraising correspondence.
- Issue regular progress reports including results to date, recent activity, priority contacts to be made and next actions.

- When and where appropriate, set up and/or attend solicitation calls, assist in the solicitation, or directly solicit campaign prospects.
- Manage host and other events in support of the campaign.
- Assist with the identification and training of campaign volunteers and for all campaign initiatives.
- Assist the Campaign Cabinet with all support aspects of the campaign, including proposal writing, campaign reports, acknowledgments, stewardship, campaign communications, committee planning and meeting management and documentation.
- Manage the pledge/gift receiving, receipting, acknowledgment and donor recognition processes in accordance with Development and Accounting policies and procedures.
- Direct and conduct appropriate and ethical prospect research: screening, rating and assignments.
- Provide support for all campaign activities and campaign related events.
- Manage the campaign fundraising timetable and budget.

Other Responsibilities

- Work collaboratively with Marketing/Communications staff to provide information for publication and promotion.
- Learn aspects of other staff positions to provide assistance as needed.
- Participate in program activities to serve clients of the charity.
- Perform other related duties as assigned to support and further the mission of RMHC-OKC.

Job Qualifications

- Excellent interpersonal skills including speaking in person and by phone with donors/prospects.
- Ability to speak to groups about the mission of RMHC-OKC, represent the Charity at events, and give facility tours, as needed.
- Outstanding service ethic with a high degree of professionalism in all interactions.
- Ability to manage multiple projects and work assignments with minimal supervision.
- Strong writing and proof reading skills.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, and Publisher. Familiarity with donor databases preferred.
- Bachelor's degree preferred; significant work experience can substitute for the degree. At least 3 years of experience with office administrative management, preferably in a nonprofit development office. Knowledge of capital campaigns highly preferred.
- Must be passionate about the mission of Ronald McDonald House Charities and highly sensitive to and supportive of the needs of RMHC families. .

Employment Status

- The Campaign Manager position is a full-time exempt position.

- Hours are 8:00 am to 5:00 pm Monday-Friday
Hours must be flexible to accommodate campaign needs and scheduled events;
may include some evenings and weekends.
- Reports to the Director of Development

The job description is for informational purposes only. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.

Interested candidates should submit their resume to careers@rmhc-okc.org. Please include Campaign Manager in the subject line.