

## **Part-Time Campaign Director First Presbyterian Church**

### **POSITION SUMMARY**

The Director of Capital Campaign (DCC) is responsible for overall campaign coordination and organization with the goal of maximizing philanthropic support for First Presbyterian Church. In collaboration with the Senior Pastor and the Campaign Chair, the Director of Capital Campaign manages execution of the overall strategy for campaign plans and goals. The DCC ensures integration of all campaign cultivation, solicitation and stewardship activities and coordinates a strategic engagement of key staff and volunteers in a systematic and focused capital campaign program. The Director of Capital Campaign will support key staff and volunteers in the cultivation, solicitation and stewardship of major and leadership level prospects and contributors. Position reports to the Senior Pastor. This is a part-time position.

### **FUNCTIONS OF THE JOB**

1. Provides direction and strategy for capital campaign planning and activity in coordination with the Senior Pastor and Campaign Chair.
2. Directs overall capital campaign management and organization including pipelines, prospect tracking, solicitation priorities, task assignment and timeline management.
3. Coordinates with Church Administrator and other internal staff to manage research, prospect rating and screening and plans for cultivation and solicitation.
4. Interacts with and involves Senior Pastor and Campaign volunteer Leadership in cultivation and solicitation program.
5. Identifies, tracks, and leverages church relationships to individual prospects.
6. Coordinates stewardship activities and priorities.
7. Coordinates with Finance Manager to review and oversee all donor gift and pledge acknowledgements, pledge reminders and gift agreements and reports.
8. Works closely with Senior Pastor and Director of Communications to ensure collaboration and communication throughout the organization.
9. In concert with Senior Pastor and the Church Business Administrator, coordinates and supervises the activities of any assigned support staff working with the capital campaign.
10. Serves as staff liaison for Capital Campaign Committees. Schedule and support Campaign Committee meetings, as needed.

### **Skills & Requirements**

#### **POSITION QUALIFICATION REQUIREMENTS**

Experience:

- Bachelor's Degree required; graduate degree a plus.

- 3-5 years in Development. Experience in non-profit fundraising, with direct responsibility for comprehensive annual and capital development programs.
- Demonstrated success working in a team environment.
- Proven track record of creating and executing strategic development plans and programs that maximum support.
- Demonstrated proficiency in computer software programs.
- Must be able to problem solve at a high level in working with senior staff, volunteers and donors.
- The ability to achieve and deliver in a fast-paced, demanding environment, where attention to detail is paramount.
- Success in this role requires someone who is imaginative, highly self-motivated and who can work in a self-directed manner.
- Excellent organizational and interpersonal skills – must have the ability to generate ideas which generate increased support.
- Superior interpersonal communication skills, both oral and written.
- Email your application to [employment@firstpres-charlotte.org](mailto:employment@firstpres-charlotte.org)  
No phone calls, please.



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