

Job Description: Capital Campaign and Major Gifts Officer

Position Summary:

After years of planning, the American Canyon Community & Parks Foundation is launching the campaign to repurpose an industrial site along the Napa River Wetlands into the Napa River Ecology Center. The project has captured the region's attention with robust community and governmental support.

The Capital Campaign Manager will coordinate all aspects of a \$6-8 million fundraising campaign to build the Ecology Center. The culmination of this exciting project will result in a new regional environmental center for watershed, wildlife, and environmental science while also opening new public access for recreation.

This is an extraordinary opportunity to work in a creative and fast-paced environment with a small but dedicated staff and a visionary Board of Directors. As an organization, we believe that our community comes first and that anything is possible. We embrace change and encourage innovation while building a collaborative workplace. Together, we bring our passions and have fun.

American Canyon is the second largest city in Napa County, with a booming economy, steady population growth, and pristine natural resources. The Napa River Ecology Center is a project of the American Canyon Community and Parks Foundation, a 501(c)3 non-profit organization.

Job Summary:

The Foundation is seeking an experienced fundraising professional for the Director of the Capital Campaign and Major Gift Officer role. Reporting to the Executive Director, this position will lead and complete the Napa River Ecology Center campaign.

Working closely with the Executive Director, the Campaign Manager will have an active role in the identification, cultivation, solicitation and recognition of individual donors, and elevating annual giving donors to leadership giving levels.

Roles and Responsibilities:

- Develop fundraising strategies and track and analyze results of development activities
- Work with a portfolio of assigned prospective and current donors to cultivate, solicit, and steward their support
- Create collateral for campaign asks
- Prepare the campaign steering committee for donor meetings
- Solicit for major gifts from individuals, foundations, and corporations
- Identify and prioritize prospects and, as appropriate, make volunteer assignments, prepare background information for solicitations, and follow up with volunteers to ensure completion of assigned solicitations

- Develop ongoing relationships with individuals through personal visits, phone calls, and meaningful contacts, uncovering information about their philanthropic priorities and capacity
- Ensure that data related to prospects and donors is recorded and tracked in donor database (Neon CRM)
- Prepare fundraising reports and present to the Board and Campaign Committee
- Ensure donor acknowledgment, stewardship, and public recognition; track stewardship and recognition; design and customize stewardship materials

Qualifications

- Bachelor's degree required.
- Three + years of development experience, including major and planned gifts, annual campaigns, donor solicitations, and preferably capital campaigns. Ideally, with demonstrated success in individual, foundation, and corporate fundraising.
- Experience coordinating and working with volunteers.
- Experience organizing sophisticated donor cultivation and recognition events.
- Demonstrated effective and motivational leadership and management experience in leading a team toward a common goal.
- Must have strong communication skills, budget development and management skills, strong public speaking skills, and experience delivering presentations.
- Must have excellent computer skills - knowledge of Neon CRM reporting is a plus
- Demonstrated ability to work independently, as well as part of a collaborative team.
- Willingness to participate in evening and weekend fundraising and public relations activities.
- Candidates must have an appreciation and understanding of the Parks Foundation and Ecology Center mission. Connections in the Napa County philanthropic community are a plus.

Compensation and Benefits:

- ACCPF uses a competitive hourly rate scale that takes into account the range of experience, education, and skill level. The rate for this position ranges from \$40-\$60 per hour.

Work Environment and Hours:

This contract position is expected to be 15-20 hours per week, remote with occasional in-person office work. This position will include local travel and some evenings and events. Full-time Development employment will be considered at the culmination of the Capital Campaign.

To Apply: Please email a cover letter and resume to napariverecocenter@acparks.org by 2/29/24. An optional 1-2 page writing sample would also be welcomed and will be reviewed.