

The **Capital Campaign Manager** plays a key leadership role in advancing the mission of **The Living Desert Zoo and Gardens** by driving philanthropic support and building meaningful relationships with donors, volunteers, and community partners. Working closely with the Chief Development Officer, this position helps shape and execute strategies that strengthen fundraising performance and expand the organization's base of support. With a primary focus on the Capital Campaign, the Capital Campaign Manager is expected to bring a proven track record of closing five, six, and seven-plus-figure gifts, while serving as a player-coach who both manages and mentors a team of fundraisers and actively maintains their own portfolio. This role requires a proactive, relationship-driven professional who is comfortable balancing strategy and execution, and who is motivated by delivering results that directly impact the growth and long-term sustainability of The Living Desert.

DESCRIPTION SUMMARY

The **Capital Campaign Manager** works in partnership with the Chief Development Officer to lead and support the Development team in progressively building the fundraising capacity of The Living Desert through a variety of fundraising methods. The primary focus of the position is raising funds for the Capital Campaign.

ESSENTIAL DUTIES AND RESPONSIBILITIES

CAPITAL CAMPAIGN STRATEGY & MANAGEMENT

- Work with the CDO to develop and refine the overall strategy for The Living Desert's multi-year capital campaign, ensuring alignment with organizational priorities and fundraising goals.
- Lead the day-to-day management of the capital campaign, including timelines, benchmarks, and donor engagement strategies.
- Develop and maintain campaign metrics, dashboards, and reports to track progress and inform strategic decisions.

MANAGEMENT AND LEADERSHIP

- Lead and manage fundraising efforts for the Capital Campaign, and work with the CDO to hold the team accountable for achieving progressively improving fundraising goals and meeting performance objectives and standards.
- Support the CDO in creating annual performance evaluations for the team using approved procedures.
- Plan and facilitate Capital Campaign team coordination and effectiveness through regular meetings, trainings, and annual strategic planning.

ADMINISTRATION AND BUDGET

- Work with the CDO in the preparation and implementation of the division's budget, including income and expenditures, in a timely manner to achieve departmental goals and stay within budget.
- Conduct monthly reconciliations and reports of the Capital Campaign budget to the CDO.

FUNDRAISING

- Manage a portfolio of high-capacity prospects.

- Drive fundraising performance by closing five, six, and seven-plus-figure major gifts contributing to overall campaign success.
- Partner with Board members and volunteers to build and leverage relationships.
- Conduct private tours for prospects and major donors.
- Assist in and support the efforts of the department as needed.

MISC.

- Maintain accurate donor records in DonorPerfect and ensure timely documentation of donor interactions.
- Contribute to desert conservation through the reduction of waste, water, and energy use, and inspiring guests and team members to take conservation actions.

SPECIFIC SKILLS

- Principles and practices of effective fund development strategies.
- Strong verbal and written skills to communicate clearly and persuasively.
- Exceptional interpersonal skills with the talent and the personality to work collaboratively, accept responsibility, and motivate colleagues, volunteers and donors.
- Ability to work with others in a team setting.
- Willingness to form professional networking relationships with others.
- Perform duties with a high degree of independence, integrity, and ethical standards.
- Ability to work in a hands-on department environment.
- Exceptional organizational skills.
- Ability to read reports, gather and analyze data and compile information for written reports. Knowledge of DonorPerfect a plus.
- Personal computers, hardware, and software programs including Word, Outlook, Excel, and fundraising software (preference given to DonorPerfect).
- Budgeting processes and ability to work within an established budget.

EDUCATION AND PREREQUISITES

Bachelor's degree preferred and minimum five years' experience in development work or comparable sales/marketing experience. Prior experience in annual giving, event management and donor relations are highly desirable. Will substitute applicable experience for part or all of the education requirement.

Salary: \$145,000.00/yr

Go to our website: <http://LivingDesert.org>