Position Title: Capital Campaign Director  
Organization: Shea's Performing Arts Center  
AFP-WNY Post Date: 07/17/23

DEADLINE TO APPLY: OPEN

Shea's Performing Arts Center, Western New York’s leading venue for live performance as well as arts engagement and education programming located in Buffalo, New York is currently seeking applicants for the position of Development Coordinator within our Development Department.

POSITION SUMMARY
The Capital Campaign Director is a multi-faceted role that reports directly to the Vice President of Development and works closely with President & CEO and Capital Campaign Committee in carrying out a broad-based fundraising plan targeting individuals, corporations, and foundations to support the Campaign. The Director keeps the Campaign on schedule and progresses with a high level of visibility and momentum that engenders a sense of excitement, optimism, and confidence in achieving the campaign goal.

Overview of Capital Campaign
Shea's Performing Arts Center seeks raise $30+ million in advance of their 100th Anniversary celebration in 2026 for a crucial capital project that will guarantee Shea's viability well into the future: a multistory Elevator Tower Project that provides greater accessibility to those with disabilities and mobility issues, while increasing capacity for more restrooms, concessions, storage, and ease of access under today’s A.D.A. requirements. To date, approximately a third of the funds have already been committed or pledged. Historically, Shea's has raised over $40 million to restore this beautiful theatre and in 1999 expanded the Stagehouse which transformed the theatre into one of the top destinations in the country for Touring Broadway. Shea's has become a Major Regional Asset that is not only a tremendous source of pride for those living in Western New York, but provides a major economic impact, estimated between $80-$100 million, on the region as a whole. With new tours being launched at Shea’s, over 16,000 season subscribers and over 325,000 patrons coming through the theatre doors annually, Shea’s is poised to make another giant leap forward with continued support from the community on this campaign.

ESSENTIAL JOB DUTIES
● Reports to the VP of Development & President/CEO
● Is an integral member of the development team, working closely with the VP of Development and collaboratively with corporate sponsors, major gifts, planned gifts, individual giving, research, foundation relations, and events staff.
● Maintains regular communication with staff, board, committees, consultants, and volunteers associated with the capital campaign.
● May supervise an assistant or campaign coordinator.

Capital Campaign Management
● Serves as the Primary Point of Contact for the Campaign
● Implements, manages, and reports on all Capital Campaign functions
● Develops and manages Campaign prospect lists, including research and tracking
• Assists with recruiting, training, and managing any Campaign staff or volunteers
• Schedules and supports Campaign and donor meetings
• Manages the Campaign budget
• Plans and executes Campaign related events

Capital Campaign Strategy and Planning
• Implements the strategy and planning of the Campaign.
• Conducts prospect identification and research to gather information about people (both new prospects and current donors).
• Maintains and markets an updated list of naming opportunities.

Donor Cultivation, Meeting, and Solicitation Work
• Develops and executes cultivation and solicitation plans.
• Works with the VP of Development, President/CEO, members of the Campaign Committee, and Board to cultivate prospects and to schedule meetings with prospective donors. Maintains momentum for donor meetings by encouraging proactive outreach by Campaign leaders.
• Prepares materials needed for major donor meetings. Customizes materials, keeps them updated and organized, and prepares packages of materials for Campaign donor meetings.
• Follows up from major donor meetings to ensure actions are recorded and implemented.

Capital Campaign Committee Work
• Schedules Campaign committee meetings and makes sure all necessary material is organized and available at the meeting.
• Attends each Campaign meeting, keeps accurate notes from meetings, coordinates meeting follow-up and provides notes for Campaign leadership.

Gift Acknowledgment and Tracking
• Ensures that every Campaign gift and pledge is managed seamlessly, including prompt donor gift agreements and gift acknowledgement
• Makes sure that each Campaign gift is credited appropriately in the donor database, noting any on-going pledge payments, reminders and recognition activities.

Communications and Public Relations Planning
• Works with the Campaign committee to develop and execute a communication plan for donors and a public relations/communications plan for the public – to keep the Campaign visible and to maintain its momentum
• Collaborates with the VP of Marketing and Communications to develop Capital Campaign print, web, and social media communications materials.
• Supports the Development Staff, Board, and any Consultants in planning and implementing any public funding strategy.
• Plans and implements cultivation and recognition events.

Capital Campaign Reporting
● Prepares monthly reports for the VP of Development, President/CEO, Board, and Capital Campaign Committee.
● Coordinates with the other development staff and committees to make sure that all contact with Campaign donors is coordinated so as not to conflict with committee meetings or other operating fundraising and volunteer efforts.

QUALIFICATIONS
Knowledge, Skills & Technical Ability
The Capital Campaign Director is a proven leader, dynamic self-starter and meticulous multi-tasker capable of organizing and managing the key functions of Shea's Capital Campaign. S/he will be a mid-to-senior level development director or manager with a minimum of a bachelor’s degree and 5 years of experience in development, advancement, or fundraising. Capital campaign experience strongly preferred. The ideal candidate for this position will possess the following qualities and attributes:

Bachelor’s degree required
● Strong analytical ability
● Excellent oral, written, presentation, and interpersonal skills
● Ability and desire to master the donor database and reporting software (Blackbaud Raiser’s Edge NXT)
● Ability to set goals strategically and oversee execution
● Ability to work cross-functionally with various internal and external constituents
● High level of discretion and ethical approach to fundraising
● Proficiency with prospect research and wealth screening tools
● Experience developing compelling sales/marketing presentations
● Flexibility with work duties assigned and openness to changing organizational priorities

Workplace Requirements and Conditions
● Location: Shea’s Performing Arts Center (Buffalo, NY)
● Start Date: Immediately
● Occasional evening and weekend time
● Occasional travel, as required

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
● Prolonged periods sitting at a desk and working on a computer.
● Must be able to lift up to 15 pounds at times. *This is a general description and should not be construed as all inclusive.

TO APPLY
TO APPLY: Submit resume, and cover letter to jschaller@sheas.org

Equal Opportunity Employment Statement

Shea’s Performing Arts Center is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.

It is important that our hiring practices reflect a commitment to diversity, and we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.