

**Search 18/077**

**Campaign Manager/Assistant Director of Prospect Management**

Emporia State University Foundation

Emporia, Kansas

**SUMMARY**

The Campaign Manager oversees the planning, implementation and execution of Emporia State University’s comprehensive fundraising efforts. The position provides prospect management support by ensuring a healthy pipeline of donors, assigning prospects to development officers and monitoring moves management. The campaign manager has a key role in developing proposals, gift agreements, data and reporting, and the planned gift process.

The [Emporia State University Foundation](https://www.emporia.edu/foundation/) supports the University in its private fundraising and charitable efforts for the purpose of supplementing and enhancing University programs, activities and educational opportunities.

**REPORTING STRUCTURE**

The Campaign Manager is a peer and colleague to the Prospect Development Team and works closely with frontline fundraisers, reporting to the Foundation Vice President for Development.

**JOB RESPONSIBILITIES**

* Manage key aspects of a capital campaign including pipeline development, analyzing processes, data reporting, developing communication pieces, fundraising event support, and working with appropriate university staff, trustees, and consulting firms.
* Provide prospect management support for frontline fundraising staff.
* Oversee the moves management process. Monitor and direct development officers’ progress in prospect identification, cultivation, solicitation and stewardship. Provide analysis and interpretation of prospect and donor information and facilitate communication regarding prospects.
* Assign prospects to portfolios for development officers and conduct periodic portfolio review sessions to ensure portfolios remain viable. Oversee the portfolio sun-setting process.
* Facilitate prospect strategy sessions with development staff and other campus staff to develop cultivation and solicitation strategies for effective engagement.
* Create and implement policies and procedures to support a robust prospect pipeline.
* Work collaboratively to research and analyze the constituent prospect pool.
* Understand and utilize technology, including Raiser’s Edge NXT, for effective and efficient prospect management.
* Create, prepare and distribute prospect management tracking reports. Develop analytical reports that provide projections of prospects at various stages, gifts in the pipeline, prospect manager activity, and an overall snapshot of the prospect pool.
* Analyze data and trends for optimal growth and work with appropriate staff to ensure efficiencies. Build and provide monthly reports to gift officers and management on progress toward key metrics.
* Serve as the point person for all planned gifts, including scheduling donor appointments with a professional estate planning attorney.
* Research, write and edit major gift proposals for prospective donors. Work closely with gift officers to identify appropriate asks and build a strong case for support through effective writing.
* Oversee the gift agreement process and serve as the project manager to ensure gift agreements for new funds are properly established.
* Ensure development contact reports are recorded appropriately and timely. Read all actions and assist development officers with next steps as needed.
* Serve as a liaison for development staff to other foundation teams including marketing, stewardship and alumni relations.
* Provide administrative support as needed.

**SKILLS/QUALIFICATIONS**

* Bachelor’s degree
* At least three years’ experience in development, advancement services, prospect management or research preferred
* Demonstrated comprehensive understanding of major gifts fundraising principles and practices required
* Strong writing skills
* Strong interpersonal skills; must be able to encourage, motivate and empower the development officers in one-on-one and team settings.
* Working knowledge of Microsoft Excel and comfort level working with data. Aptitude for working with research-oriented databases and prospect management systems. Experience working with Raisers Edge and NXT preferred.
* Organized and detail oriented
* Ability to work as part of a team, but also be able to take initiative to meet department needs and work independently without much supervision.

**COMPENSATION**

Competitive based upon prior experience and education, plus excellent [benefits package](https://www.emporia.edu/humres/current-employee/employee-benefits.html) including medical, dental, vision, retirement package, generous vacation days and administrative/holiday closures.

**HOW TO APPLY**

Applicants must submit a cover letter addressing their interest and qualifications for the position; a resume; an unofficial transcript, and contact information for three professional references including names, addresses and phone numbers to Search Committee, 1500 Highland St, Emporia, KS 66801 or email to Aileen Miller amiller9@emporia.edu. Background check and official transcripts will be required prior to hire. Review of application materials will begin immediately and will continue until the position is filled.

Emporia State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, race, color, national origin, ethnicity, religion, gender, sex, gender identity, gender expression, marital status, parental status, sexual orientation, genetic information, status as an individual with a disability, status as a protected veteran, or any other factors which cannot be considered by [law](http://www.emporia.edu/humres/jobs/federal-employment-notices.html).

**About the Foundation:**

Emporia State University Foundation’s mission is to raise and manage philanthropic resources to advance the mission of Emporia State University. The Foundation raises, receives, manages, invests, distributes and stewards private resources in support of the University’s mission in the areas of teaching, research, public service and scholarship. The Foundation works closely with individuals, corporations and foundations who support and advocate for the University‘s goals and initiatives through charitable gifts that improve, enhance and expand the vitality of Emporia State University.

As of June 30, 2017, the Emporia State University Foundation held $106 million in net assets, of which $74.4 million were endowed. On average, the Foundation receives 9,500 gifts from 5,300 donors each year. In fiscal year 2017 the Foundation provided $6.65 million to support programming, faculty, scholarships, and projects for the benefit of Emporia State University.

**About Emporia State University:**

Emporia State University offers over 200 academic programs in the School of Business, College of Liberal Arts and Sciences, School of Library and Information Management and The Teachers College. ESU is the only public university in Kansas to have earned national recognition as a College of Distinction, an honor for universities that demonstrate innovative application of high-impact education. In addition, in the Best Colleges 2018 guidebook by U.S. News and World Report, ESU is ranked No. 2 in lowest student debt of all Midwest regional universities. U.S. News also cited ESU’s School of Business as a best value for both in-state and out-of-state students and ranked the online graduate education and non-MBA online programs in the Top 100 programs in the nation. For more information, visit [www.emporia.edu](http://www.emporia.edu).