



Director of Campaign and Leadership Gifts

ABT seeks an experienced campaign and major gifts fundraiser with demonstrated success in identifying, cultivating and stewarding both capital campaign and leadership gifts (\$1,000,000 and higher). The Director of Campaign and Leadership Gifts will work closely with the ED, AD, CPO, and Board of Trustees and volunteers to set the stage for the ABTomorrow Campaign schedule and drive the momentum in achieving the campaign goal. A key player in the national build-out of the campaign, the Director will set and meet annual fundraising goals, serve as a front-line fundraiser for a portfolio of donors and prospects, and support Trustees and senior staff in their fundraising efforts during a period of ambitious growth for the organization.

Responsibilities:

Campaign

- In collaboration with the ED, CPO, Board of Trustees, and Campaign task force oversee the planning and implementation of a multifaceted campaign through the identification of capital campaign prospects, development of cultivation strategies and acquisition of major gifts to reach established campaign revenue goals;
- Working closely with the ED, CPO, and Capital Task Force, develop a capital campaign strategy, managing all stages of the campaign through to completion;
- Drive the Capital Campaign and deliverables; review and update pipeline; gift range and follow-up, track prospects and maintain timelines;
- Manage the Capital Campaign Task Force, expand its membership to develop a fully-fledged Campaign Committee, produce agenda and materials and ensure completion of action items for bi-weekly meetings;
- Research and identify corporate, foundation and individual prospects;
- Develop and execute targeted cultivation plans and solicitation strategies, including meeting requests, meeting follow up and preparation of proposals;
- Prepare and provide campaign collateral for solicitations providing guidance and coaching when necessary including being present during solicitations when required;
- Devise and direct cultivation and recognition events ensuring donor acknowledgement, stewardship and, as appropriate, public recognition;
- Manage Capital Campaign budget tracking and reporting, both expenditure and contributed revenue;
- Work collaboratively with the CMO and the Communications team to drive the development of the campaign's communications and collateral materials, including print, web and social media platforms;
- Oversee research service provider and research resources;
- Oversee process for gift recognition, gift acceptance policies, correspondence, gift pledge payments & reminders, and proper implementation of naming opportunities;
- Represent the organization at performances, programs and galas (evening and weekend work is needed);

Leadership Gifts

- In coordination with the Major Gifts team, create, implement, and manage a comprehensive leadership donor fundraising plan;
- Create and implement strategies to achieve leadership gift goals through a multidimensional appeal schedule that utilizes a variety of mediums (e.g., electronic solicitation, direct mail appeals, face-to-face solicitations);

- Manage a robust portfolio of individual donors by creating and executing strategies for the identification, cultivation, solicitation, and stewardship of current and new donors;
- Conduct personal cultivation, briefing and solicitation meetings with individual prospects monthly in collaboration with the ED and/or the CPO;
- Develop key metrics and design effective processes and meaningful reports that identify current donor trends and measure team performance to inform future actions;
- Other duties as assigned.

Qualifications:

- Bachelor's degree required; advanced degree preferred.
- At least eight (8) years' experience and record of increasing responsibility in nonprofit development, preferably at a high-profile cultural or higher-ed institution.
- Demonstrated success as a Campaign and front-line fundraiser, managing a portfolio of prospects and donors.
- Excellent oral and written communication skills as well as analytical skills;
- Proven ability to organize and manage multiple projects and tasks simultaneously, to work collaboratively, and to adapt quickly to changing priorities;
- Strong organizational skills and broad understanding of all functions of a development office;
- Possesses high competency in research tools and methodology;
- Self-motivated, detail-oriented, able to meet tight deadlines, and work independently and collaboratively;
- Proficiency with Raiser's Edge, MS Office Suite, and CRMs.