Job Title: Campaign Director  
Department: Development  
Reports to: VP of Philanthropy and External Affairs  

Position Summary  
The Campaign Director is responsible for the day-to-day planning, coordination and management of the St. Francis House comprehensive campaign, helping to set strategy and execute all aspects of the five year campaign. The role entails working collaboratively with members of the St. Francis House development staff, Board members and campaign committees.  

Essential Duties & Responsibilities  
- Manage and document the daily, weekly and monthly operations of the comprehensive campaign;  
- Meet weekly with the President and VP to review campaign progress against quarterly benchmark goals and keep them focused on cultivation and solicitation steps with the campaign’s top 50 prospects;  
- Plan, schedule and document cultivation and solicitation visits and events with major donors by the Campaign Steering Committee, Board, other volunteers, and/or senior staff;  
- Update databases, charts and other systems for tracking and reporting campaign information and activities;  
- Prepare agendas, progress reports, screening lists and other materials for quarterly Campaign Steering Committee meetings;  
- Prepare comprehensive campaign update reports and partner with VP to present campaign progress updates at every St. Francis House Board of Directors meeting;  
- Analyze campaign financial and activity progress and ensure the development team executes the campaign’s quarterly implementation plan;  
- Ensure the expanded use of the Raiser’s Edge database for tracking proposals and tickler actions and detailed recording of visit/contact reports;  
- Staff the Development Committee of the Board of Directors, as well as the Campaign Steering Committee;  

Education & Experience  
Bachelor’s degree and a minimum of five years development and campaign experience required.  

Knowledge, Skills & Abilities  
- Work effectively with staff, volunteers and donors;  
- Results oriented and mission driven;  
- Attention to detail and ability to analyze fundraising and activities;  
- Plan, organize, influence and control campaign operations;  
- Knowledge of the Raiser’s Edge database;  
- Some evening and weekend work required.