Position Title: Capital Campaign Manager

Organization Overview
The mission of the Vashon Maury Community Food Bank (Vashon Food Bank) is to work with the community to increase our island’s food security and connect people to other supporting resources that help them thrive. Our strategic goals are:

- To provide free, nutritious food and essential household items to anyone in need,
- To make the food bank a central point of access to other supporting resources that people need to thrive,
- To begin, and commit to continuing, the work to becoming an anti-racist organization,
- To increase the organization’s long-term sustainability by investing in our human capital

We achieve these goals by providing;

- Free groceries every week through pick-up or home delivery,
- Free summer meals for youth and adults,
- Emergency food supplies at several satellite pantries across the island,
- Connections to other empowering resources and services

We consider access to nutritious food a basic human right. All of our programs are upheld by the shared values of anti-racism, respect, self-determination, dignity, adaptability, reliability, and equitable access. The Vashon Food Bank is stronger as a team when we welcome diverse employees, perspectives, experiences and approaches to foster a stronger, smarter, and more informed workplace. We believe that building a truly inclusive culture is essential for all our employees to bring their authentic, whole selves to work and experience a sense of belonging and support.

Position Description
VFB seeks a Capital Campaign Manager, a newly created, full-time, three-year position responsible for implementing and completing a several million-dollar capital campaign. This effort will result in the construction of a new food bank and warehouse building, as well as acquisition and renovation of an existing building that will become a community social service hub. The Capital Campaign Manager will work in partnership with the Executive Director, Capital Campaign Steering Committee, and the Board of Directors in carrying out a broad-based fundraising plan targeting individual, government agencies, corporations, and foundations to support this initiative.
Responsibilities

- Capital Campaign Management
  - Implement and Manage the Capital Campaign
  - Develop and Manage campaign prospect lists, including research and tracking
  - Manage Executive Director and Volunteer schedules for cultivation and solicitation
  - Recruit, train, and manage campaign volunteers
  - Schedule and support capital campaign meetings
  - Manage the campaign budget
  - Manage the grants process with the Executive Director and other volunteers
- Capital Campaign Reporting
  - Prepare monthly and quarterly reports for the Executive Director and the Capital Campaign Steering Committee
- Campaign Steering Committee Support
  - Plan and run all meetings of the Campaign Steering Committee
  - Provide campaign support to members of the committee
- Capital Campaign Communications
  - Plan and implement cultivation and recognition events
  - Collaborate with VFB staff to develop capital campaign print, web, and social media communications materials
- Cultivation and Solicitation
  - Develop and execute targeted cultivation plans
  - Work with the Executive Director and members of the Committee and Board to cultivate prospects
  - Refine and execute solicitation strategies
  - Prepare and provide support to staff, board, and volunteers for solicitations
  - Participate in solicitations
  - Implement donor acknowledgement and recognition, as appropriate

Desired Qualifications and Experiences

- Bachelor’s Degree in a related field or equivalent work experience
- Familiarity with non-profit setting; knowledge or a willingness to learn of issues and dynamics related to stewardship and development within social service agencies
- 4 years of professional experience in fundraising with a track record of success
- Experience managing capital campaigns
- Direct development experience including solicitation skills
- Experience in scheduling and staffing solicitation calls and conducting follow up and stewardship
- Knowledgeable about the role of technology and electronic communication in fundraising
- Demonstrated success in managing complex projects
- Ability to work independently and as a member of a team
• Excellent interpersonal, analytical, and organizational skills, capable of working effectively with board members, staff members, volunteers, and donor/prospects
• Knowledge and proficiency at an intermediate or higher level of Microsoft Office and Google Suite applications
• Attention to details and accuracy
• Superior verbal and written communication skills
• Professional and courteous presence, on phone and in person, ability to work with a wide variety of people, ease in initiating contacts with other groups
• Commitment to the goal of providing a supportive and dignified environment for food bank customers, volunteers and the community at large
• Commitment to inclusion, equity, and diversity
• Availability for some travel, evening and weekend work for events and donor contacts

**Position Benefits**
VMCFB offers a competitive salary commensurate with experience, plus a generous benefits package, which includes medical, dental, vacation, sick leave, voluntary participation in a retirement plan, and holidays.

The position requires some time at Vashon Food Bank offices but may allow for remote work if needed and appropriate.

**To apply**

Please send a current resume and a brief cover letter to Emily Scott at director@vashonfoodbank.org with CAPITAL CAMPAIGN MANAGER in the subject line. All applications will be held in strictest confidence. This position will be open until filled and will commence immediately upon hire.

*The Vashon Food Bank does not tolerate discrimination of any type, and offers equal employment opportunity to all qualified persons without regard to race, color, religion, sex, national origin, age, disability or medical condition, sexual orientation, marital status, veteran status or any other considerations made unlawful by Federal, State or local laws.*

*Vashon Food Bank is an at-will employer.*