

## **New JACC Fundraising Manager Job Description**

The Fundraising Manager of the Capital Campaign for the New Juneau Arts and Culture Center supports the Capital Campaign Committee by maintaining its master donor lists, managing the donor database, making logistical arrangements for meetings and events, helping to coordinate fundraising events, and assisting the Committee as requested in its other fundraising activities. The Fundraising Manager is supervised by the Executive Director, with input from the Co-Chairs of the Capital Campaign Committee.

This is a part-time position, approximately 20-30 hours a week. This position is eligible for remote in-region work.

### **Capital Campaign Committee Support**

- Schedule committee meetings, send reminders, provide agendas and materials, prepare meeting notes and follow-up actions.
- Schedule, prepare, and provide follow-up to solicitation meetings and/or major donor meetings at the direction of the co-chairs.
- Working with the CCC Co-Chairs, monitor the Strategic Plan and the CCC's progress in meeting it. Keep current totals of the fundraising effort in all four sectors of the Plan.
- Work with the Co-Chairs and CCC to maintain lists of potential donors.
- Coordinate travel and air vouchers for CCC members traveling for fundraising.
- Attend monthly Partnership Board meetings and present fundraising updates.
- Support the CCC's stewardship responsibilities by maintaining records of contacts with donors and notifying CCC members of their stewardship tasks.
- Act as liaison between the Capital Campaign Committee and the Communications Committee.
- Assist the CCC Co-Chairs as requested in other areas (volunteer coordination, grant preparation, research, etc.).

### **Campaign and Fundraising Management**

- Research funding opportunities for the project and recommend those that appear worthy. Coordinate Pick.Click.Give., end of year giving efforts, and similar campaigns.
- Assist with grant reporting, tracking of eligible matching gifts, and other grant requirements in a timely fashion, as appropriate.
- Assist with donor research, as directed.
- Invoice donors according to gift or pledge agreements. Track payments and non-payments, reporting any outstanding pledges to the Executive Director.
- Acknowledge and track campaign gifts using the donor database. Generate thank you letters and end-of-year acknowledgements.
- Assist with donor gift agreements, as needed.
- Assist with updating campaign materials as needed, including donor folders, donation cards, and gift agreements, etc.
- Assist with the general planning and logistics of fundraisers and special events for the project.

### **Administration, Finance, and Partnership Board Support**

- Attend monthly Partnership Board meetings; present information related to the campaign as requested in advance.
- Assist the Executive Director in preparing organizational documents for the Partnership Board. Maintain organizational files and records in physical and digital formats.
- Renew business license, charitable giving registration, file annual State and City reports, and other requirements for operation.
- Work with the Executive Director and Finance Committee to develop annual budgets.
- Track campaign pledges and reconcile quarterly to maintain accurate records.

### **Position Specifications and Requirements**

- Fundraising experience; interest in development field
- Excellent computer skills for working with programs including Word, Excel, FileMaker Pro, Google Suite
- Excellent organizational skills
- Good communication skills
- Experience working with a volunteer board
- Ability to work independently in a fast moving, responsive organizational structure, while maintaining regular communication with the Juneau Arts & Humanities Council team, Partnership Board, and Capital Campaign Committee