

Capital Campaign Project Manager

Position Overview:

The Capital Campaign Project Manager will oversee the planning, execution, and successful completion of Revolution Academy's upcoming capital campaign. This individual will work closely with school leadership, the development team, and external partners to manage all aspects of the campaign, ensuring it meets its fundraising goals while aligning with the institution's mission and values. The ideal candidate is an experienced project manager with a strong understanding of fundraising strategies, donor relations, and campaign logistics.

Key Responsibilities:

- **Campaign Strategy & Planning:** Collaborate with school leadership to develop the capital campaign's strategic plan, timelines, and milestones. Define campaign goals and coordinate with internal teams to ensure alignment with institutional objectives.
- **Project Management:** Lead the day-to-day operations of the capital campaign, managing timelines, budgets, and key deliverables. Track progress and adjust plans to keep the campaign on target.
- **Donor Engagement:** Work with the leadership, development teams and the Board of Directors to identify, cultivate, and solicit donors. Coordinate personalized outreach to major donors, foundations, and corporate partners. Maintain and strengthen relationships with existing donors.
- **Marketing & Communications:** Develop campaign messaging, promotional materials, and updates for various audiences, including parents, employees, and the broader community.
- **Event Planning:** Plan and manage campaign-related events, including kickoff events, donor appreciation gatherings, and recognition ceremonies.
- **Reporting & Analysis:** Monitor campaign performance, providing regular updates to school leadership and campaign stakeholders. Prepare detailed reports on campaign progress, financial status, and projected outcomes.
- **Volunteer Management:** Recruit, train, and manage a team of volunteers to assist with campaign-related activities and donor outreach.
- **Collaboration:** Serve as the primary point of contact between the school's administration, development team, volunteers, and external consultants or vendors involved in the campaign.

Qualifications:

- Bachelor's degree in a relevant field (e.g. Business, Communications, Nonprofit Management).
- Minimum of 3-5 years of experience in project management, fundraising, or development, ideally in an educational or nonprofit setting.
- Proven experience managing capital campaigns or large-scale fundraising initiatives.
- Strong organizational, leadership, and time management skills.
- Excellent written and verbal communication skills, with an ability to inspire and motivate donors and volunteers.
- Proficiency in project management tools and/or donor management software (CRM).
- Strong attention to detail and problem-solving abilities.
- Ability to work independently and collaboratively within a team.
- Passion for education and alignment with the mission of Revolution Academy.
- Experience working in non-profit or educational environments.
- Familiarity with local businesses, philanthropic organizations and foundations.