



Job Vacancy
DIRECTOR OF DEVELOPMENT/ CAPITAL CAMPAIGN MANAGER

Red Caboose Child Care Center provides excellent early childhood education, nutrition, and play-based learning in a safe, nurturing environment. We have a strong commitment to diversity and inclusion. We are located in downtown Madison, just blocks from the Capitol.

POSITION: Our center seeks a full-time Director of Development to lead the capital campaign for our exciting new \$4 million building project and shape our fundraising activities going forward. This position will work closely with our new Executive Director as well as the Board of Directors, and the Capital Campaign Council. The successful candidate will bring energy, new ideas and leadership to our team. This is an opportunity to establish a robust fundraising capability at our organization. The successful candidate will be passionate about our mission and highly motivated and able to meet or exceed current fundraising goals. This is a salaried, permanent position.

QUALIFICATIONS:

- Bachelor's degree or equivalent
- 2-3 years professional experience in nonprofit fund development
- Successful capital campaign experience
- Familiarity with the city of Madison and its fund development environment
- Demonstrated ability to create and execute successful fundraising plans
- Experience with event planning and management, including volunteer management
- Excellent project management skills and organization
- Superior oral and written communication skills and personable, persuasive communication style
- Ability to build long-term relationships with major donors and other supporters and cultivate a donor base
- Ability to create engaging and compelling donor materials
- Ability to work independently as well as collaboratively
- Ability to innovate, problem solve, and adapt
- Ability to train and coach staff collaborating on fundraising projects
- Proven track record of working with diverse populations
- Experience with donor databases
- Ability to work irregular hours

ADDITIONAL SKILLS DESIRED

- Grant writing experience
- Strong computer skills and ability to learn new software; WordPress knowledge a plus

SPECIFIC DUTIES AND RESPONSIBILITIES

Development

- Lead the fundraising for a \$4 million building project with a goal of raising \$1.9 million
- Lead activities for staff and board while cultivating volunteers for capital campaign and annual fund efforts
- Organize, plan and implement fundraising, recognition and cultivation events
- Organize & implement stewardship plan
- Create and adhere to campaign timeline by supporting staff and board involvement and scheduling all activities



- Prepare board volunteers and cabinet members for all solicitations including providing training and coaching, as well as prospect research, gift histories on donors and prospective donors, and packets of campaign information
- Provide follow-up with all volunteers and donors as needed on gift requests
- Schedule and prepare for campaign cabinet meetings
- Prepare grant proposals and reports with assistance from staff
- Implement database protocol and procedures through Little Green Light
- Enter data into database and other data management systems as needed
- Receipt all gifts and pledges, maintain gift documentation, and track donor recognition
- Prepare queries and provide appropriate analytical reports for board and cabinet
- Produce mailing lists and labels; coordinate mailings with vendors
- Lead planning for ongoing fundraising

Marketing

- Prepare and send campaign newsletters for donors and prospective donors
- Manage campaign marketing volunteers with development of digital and printed materials
- Design and prepare packet of campaign materials
- Update website to share consistent campaign information
- Take/oversee photographs for updates to donors, social media and website

Administration

- Follow up on campaign and fundraising phone calls
- Coordinate mailings with volunteers, Red Caboose staff, and postal service
- Manage filing systems and other record keeping
- Work with Little Green Light to track pledges and enter data

Other duties as assigned.

Starting salary \$40-50,000 depending on experience, with possible increases based on success. A generous benefits package is offered.

**To apply: Please send resumé and cover letter to:
Peter Kleppin, Board President
rcboard@redcaboosedaycare.org**

Applications will be considered as they are received.

Red Caboose is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.