



**THE EPISCOPAL DIOCESE OF THE CENTRAL GULF COAST**  
**JOB DESCRIPTION**  
**PART-TIME CAPITAL CAMPAIGN MANAGER**

**Purpose:** The Diocese of the Central Gulf Coast seeks to add a part-time capital campaign manager. The manager will be a partner in ministry with the Bishop to support the Jubilee Year fundraising operations for the Diocese of the Central Gulf Coast and specifically direct the “Go Forward” capital campaign. This individual will report directly to the Bishop. The vision statement of the Bishop’s office is:

*To offer resources, tools and training that promote our congregations to be the holy ground  
for transformation into and engagement with God’s kingdom.  
We respond to this vision in three areas of focused effort:*

**TO CULTIVATE DISCERNMENT**

*Helping people move more deeply into the mystery of God’s unique call to life and ministry*

**TO ENCOURAGE DISCIPLESHIP**

*Transforming people from members into disciples and, even further, into apostles*

**TO FOSTER DEVELOPMENT**

*Extending our mission beyond the status quo*

The “Go Forward” capital campaign will provide much needed resources to further this vision.

**Job Responsibilities and Duties**

***Event Management and Meeting Coordination 15%***

- Manage campaign events, including cultivation events, focus groups and public outreach activities.
- Maintain responsibility for all elements of campaign events.
- Coordinate committee meetings and compile notes/action items.
- Provide support for donor meetings and site visits.

***Communications and Marketing 15%***

- Work with Diocesan staff to develop key messages and case for support, to create and distribute communication pieces for donors/prospects, including electronic newsletters, mailings and campaign updates.
- Write grants and other donor proposals.
- Assist with development of talking points for the campaign.
- Maintain photos, videos, schematic drawings, and make available for presentations as needed.
- Thank and recognize donors.

### ***Administrative Support 70%***

- Maintain and update campaign prospect lists and related materials.
- Prepare regular campaign reports to share with staff and volunteer leadership.
- Ensure pledges and in-kind donations are documented and donor recognition is properly recorded.
- Ensure donors are acknowledged in a timely fashion.
- Work with selected vendor on donor recognition signage.
- Maintain record of in-kind contributions and provide statement of value to donor/IRS acknowledgment.

### **Position Requirements:**

1. A BA degree or equivalent
2. Fundraising or sales experience (2 or more years preferred)
3. Prior administrative experience - preferably in nonprofit or ministry and/or fundraising environment
4. Project management experience is a plus
5. Excellent interpersonal, communication and time management skills
6. Experience working with budgeting, donor records, and gift receipting
7. Personal core beliefs must be in alignment with those of the Episcopal Church
8. Possess a reputation of honesty and integrity in all personal dealings
9. Willing to travel within the Diocese of CGC; ability to work evenings, weekends or irregular hours as necessary to support meetings / events

### **Further Qualifications:**

Experience and knowledge in the areas of stewardship, governance, conflict management, leadership development and team building practices.

Commitment to collaboration and cooperation, understanding that this position is part of a team and you will be working with, and on behalf of, the Bishop and his staff.

Passionate about people and willing to encourage people, specifically in the area of stewardship.

Passionate about the ongoing mission of God in the world.

To apply, send the following to Mr. Dwight Babcock at [dwrightbabcock@diocgc.org](mailto:dwrightbabcock@diocgc.org). Deadline for applications is Sunday, September 15, 2019.

1. Cover Letter
2. Resume [with names and contact info for references]
3. Answers to the following questions: (no more than 1000 words)
  - a. Why do you feel called to this role, in this place, at this time?
  - b. What are the skillsets, ideas, tools or practices you believe you would bring to this position?