



1429 Oak St, Alameda, CA 94501



www.cihall.org

Capital Campaign Manager Opportunity

Carnegie Innovation Hall seeks to grow a diverse candidate pool for a contract position as Capital Campaign Manager in Alameda, California, to help co-design and carry out a capital campaign for the 2020 restoration of Alameda's historic 1902 Andrew Carnegie library and associated Foster House.

About Carnegie Innovation Hall: With the support of inspired philanthropists and the Alameda community, an experienced team led by Michael Sturtz (Crucible founder) is poised to reimagine the Carnegie library as a state-of-the-art center for innovation that pairs educational programming and entrepreneurship with arts, performance, music, and technology—a space where everyone is welcome to dream, learn, design, and grow by design. For more information, visit www.cihall.org.

RESPONSIBILITIES

Campaign Design

- Working closely with the leadership team and a diverse Alameda community team, design a capital campaign to raise capital funding to complete the renovation of the Carnegie library by the end of 2020. This includes campaign theme, structure, and timing. The overall campaign is \$6m and we anticipate having roughly half from an institutional donor.
- Co-design a grassroots fundraising process: analyze the number and type of individual donors needed to reach the campaign goal over a period of 16 months (August 2019 through end 2020). Design the sequence and timing of approaches to these donors in a way that centers equity, diversity and inclusion.
- Design an equitable, diverse, and inclusive size and makeup of an effective campaign committee, also in close conjunction with the leadership team.
- As needed, design campaign budgeting, reporting and communication tools in consultation with appropriate team leads and other staff. This includes public communications regarding the campaign, whether print, social media, community and city meeting participation, and more.
- Incorporate into the co-design of all campaign elements the following:
 - Understanding that our role is to help an intersectional, diverse range of donors to meet their own philanthropic goals;
 - Our values around equity, diversity, inclusion, community, and innovation;
 - Sensitivity to and discretion regarding the needs of our donors, sponsors, partners and supporters, without wavering from our own values;
 - Clear and effective communications within the teams you support, participate in, and lead.



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Campaign Management

- Implement the capital campaign from start to finish in accordance with campaign co-design and its components, as described above.
- Effectively manage the campaign committee and any associated volunteers to implement the campaign. This includes researching individual prospects online, and effectively using that research to solicit donors.
- Steward campaign donors of all levels, including supporting the Team Lead and other staff and board in their own appropriate stewardship roles.
- Track appropriate data regarding the campaign's progress, including donor and stewardship data.
- Report effectively and regularly on campaign progress with the leadership team and other appropriate audiences. This includes final reporting as the campaign concludes.

QUALIFICATIONS & REQUIREMENTS

- Minimum of two years' experience in nonprofit capital campaign management. *You must have done this effectively before.*
- Excellent interpersonal skills and understanding of both the discretion required in major donor/capital campaign fundraising, and the need for, and justice in building, a diverse, community-based, co-created capital campaign
- Advanced G Suite user (Docs, Sheets, etc.) and adept in using a variety of methods for tracking campaign progress and data.
- At least two years of experience researching donor prospects online.
- Ability to plan, execute and complete projects and tasks in a timely manner.
- Ability to work with multiple priorities and multiple teams.
- Strong organizational skills with exceptional attention to detail.
- Excellent verbal and written communication skills.
- Collaborative and consultative work style: You know when to contact team members or your supervisor with questions or for help. You are tremendously productive on your own as well. Sense of humor, flexibility and ability to work independently

Carnegie Innovation Hall is an equal opportunity employer and embraces equity, diversity, and inclusion in all we do. We encourage applications from women, people of color, people with disabilities, and members of the LGBTQ community or traditionally marginalized groups.

COMPENSATION

This is a limited-term (one year to 16 months) contract position with compensation in the range of \$70K-\$90K, depending on experience.



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HOW TO APPLY

Qualified applicants may submit a cover letter, resume, and three professional references by email only to info@cihall.org (Please, no phone calls. We are a small staff and cannot handle additional inquiries.) We will contact leading candidates on a rolling basis and hope to hire in August 2019.