



BOY SCOUTS OF AMERICA®
CAPE FEAR COUNCIL

Position Announcement | Campaign Director

The Opportunity | *Cape Fear Council, Boy Scouts of America*

The mission of the Cape Fear Council, Boy Scouts of America is to foster the character development, citizenship training, and physical fitness of young people, and in other ways to prepare them to make ethical choices over their lifetime by instilling in them the values based on those found in the Scout Oath and Law.

The Council is divided into three separate districts covering 8 counties. These counties include New Hanover, Pender, Brunswick, Columbus, Bladen, Robeson, Scotland, and Hoke. The campaign's goal is to raise \$4 million towards delivering scouting to underserved communities, investing in two camp properties, and securing the perpetuity of our programs in the local area.

The Position | *Campaign Director*

The Campaign Director will report to the Chief Executive Officer and is a full-time position. The primary responsibilities of the Campaign Director are to ensure all aspects of the endowment campaign move forward, data is captured accurately, and individualized strategy is created for the organization's portfolio of major donors. This position will work closely with the volunteer campaign leaders, consultants, and donors.

Description of Responsibilities:

- Working with the CEO to coordinate all activities of the board, volunteers, staff, and others concerning campaign planning and implementation.
- Lead and implement moves management strategies surrounding the campaign's major donors and prospects.
- Collaborate with the CEO and campaign leaders to maintain a portfolio of major donor prospects and be responsible for their cultivation, stewardship, retention, and upgrading.
- Working with the campaign planning committee, develop all campaign materials for prospect and donor visits with supporting documents and follow-up correspondence.
- Schedule and coordinate all campaign meetings, working committees, cultivation events, and any other events related to the campaign.
- Oversee campaign communication and correspondence: files, lists, meeting notifications, agendas, minutes, prospect and donor interactions, records, acknowledgments, and reports.
- Conduct prospect research and compile profile information on individual, corporate, foundation, and other prospects to review with campaign volunteers and staff.

- Maintain and update a campaign calendar of scheduled activities and send weekly reports to key individuals and consultants.
- Assist with equipping campaign volunteers, board members, and staff with campaign best practices.
- Serve as liaison between campaign counsel, campaign leadership, and Council staff.
- Ensure timely and excellent stewardship activities for all donors including receipts, acknowledgments, and pledge reminders. Ensure regular contact and recognition of donors by staff and volunteer leadership.

Qualifications & Requirements

- Ability to convey a high degree of commitment and passion for the mission of BSA, Cape Fear Council.
- Experience with donor stewardship, major gifts moves management or similar processes, and prospect research; campaign management preferred.
- Ability to maintain a high level of confidentiality.
- Strong understanding of philanthropy as it relates to a non-profit organization.
- The ability to work independently and as part of a team; detail-oriented, well-organized, focused, and goal-oriented, with a high level of initiative, energy, and problem-solving skills.
- Bachelor's degree and a minimum of 3-5 years fundraising experience, with major gift campaign experience preferred.

Perform the above and any other duties necessary for effective and efficient campaign planning, management, and implementation.

Apply Here

Capital Development Services (CapDev) has been retained by Cape Fear Council, Boy Scouts of America to assist with professional recruitment. Candidates should include a cover letter and a resume. All materials will be kept confidential. Additional inquiries may be directed to Amy Bridges at search@capdev.com.