Davis Waldorf School
Resilience, Relationship, Reverence

# Capital Campaign Manager

**Davis Waldorf School** · Davis, CA
**Compensation:** $80,000–100,000 annual
**Position type:** Full-time, exempt · 4-year term (reviewed at 12 months, then every 18 months)
**Committee:** Development Committee

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## About the Role

Davis Waldorf School is seeking an experienced fundraising professional to lead a $4.9 million capital campaign supporting the expansion and renovation of our campus. Working in partnership with the Board of Directors, the School Director, and the Director of Community Development, the Capital Campaign Manager will build and execute the strategy that brings this project to life.

This is a hands-on, relationship-driven role for someone who can move high-capacity donors from first introduction to closed gift, keep volunteers and leadership engaged, and run the day-to-day operations of a multi-year campaign. The project is currently projected to run approximately four years. That timeline is an estimate of the project's lifecycle and is not a guarantee of employment for any specific duration; employment is expected to continue through project completion, subject to ongoing business needs and performance. The project-based nature of this role does not alter, modify, or amend the at-will employment relationship.
**Work hours** include time in the office plus some evening and weekend work.

## Key Responsibilities

- Work closely with the Board of Directors and School Director to set campaign goals and timeline; collaborate with the School Director and Development Committee on fundraising targets and strategies
- Conduct feasibility studies and assist with campaign budgets and projections
- Identify, cultivate, solicit, and steward donors and prospective donors, actively managing a personal portfolio of high-capacity prospects
- Develop the case for support and customized briefing and proposal materials; draft mailings and marketing materials, including monthly electronic newsletters and donor updates
- Partner with the Director of Community Development to co-manage a CRM and ensure campaign strategies complement existing annual fundraising efforts

- Plan cultivation and stewardship events; accompany the School Director on site visits, tours, and networking events
- Oversee day-to-day campaign operations, keeping all activities aligned with campaign goals and deadlines
- Build a robust stewardship program that acknowledges and recognizes gifts appropriately
- Track and maintain fundraising data, monitor progress against established industry metrics, and provide regular updates to the School Director and Development Committee
- Support leadership and campaign volunteers in their fundraising responsibilities; attend standing meetings with the School Director and Director of Community Development
- Ensure consistent messaging and branding across all campaign communications, and that donor relationships meet legal and ethical standards

## Skills and Abilities

- Strong written, verbal, public speaking, and interpersonal communication skills, including precise document composition
- Ability to work with and steward volunteers effectively
- Demonstrated excellence in organization and management
- Proven experience managing and analyzing donor data to improve fundraising outcomes
- Intermediate to advanced proficiency with Google Workspace, Microsoft Suite, and Google Drive
- Intermediate to advanced proficiency with fundraising and communications software, such as CRM and wealth screening tools
- A self-starter and team player who works well collaboratively and in a consensus-based decision-making environment
- Proven ability to work effectively in a dynamic environment

## Education and Experience

**Required**

- Bachelor's degree with a minimum of three years of successful executive experience in capital campaigns, fundraising, and/or major gifts — or a combination of education, fundraising experience, project management skills, and relevant certifications
- A successful record of identifying, cultivating, stewarding, and soliciting major gifts, and of growing annual gifts from individuals, corporations, and foundations
- Proven expertise developing and managing prospect databases
- Demonstrated success supporting six- and seven-figure campaign gifts, with the ability to close gifts and complete campaigns and events within a set timeframe
- Ability to maintain confidential and privileged information with discretion
- Valid driver's license and access to reliable transportation

**Preferred**

- Previous experience in a senior leadership position at a nonprofit organization
- Experience with wealth screening programs and donor management software
- Familiarity with, basic working knowledge of, or experience with Waldorf schools

## Required Clearances

- Must pass Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and Child Abuse Reference Check (CAIC) background clearance
- Must complete Mandated Reporter certification, renewed every two years

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*Davis Waldorf School is an equal opportunity employer.*

## To Apply

Applicants should submit a cover letter, resume, and three professional references to School Director Jennifer Slater at director@daviswaldorf.org.