



## **Position Description: Capital Campaign Coordinator**

**Ask yourself:** Are you an excellent project manager with fundraising expertise? Do you believe in transformational fundraising? Are you ready to leverage your skills to manage a capital campaign designed to transform a thriving K-12 Christian school?

### **Overview:**

Master's Academy of Vero Beach is seeking a highly motivated and organized Capital Campaign Coordinator to join their team for a term-limited position for the next three years to ensure the success of their capital campaign. The Capital Campaign Coordinator will play a crucial role in the success of the campaign, which aims to raise funds in support of a new facility. This role presents a unique opportunity for an individual with exceptional communication skills, strong project management abilities, and a passion for Christ-centered K-12 education and stewardship.

### **Key Responsibilities:**

- Collaborate with the Head of School, Development Director, and the Capital Campaign Committee to administer and execute all aspects of the capital campaign to achieve fundraising goals.
- Implement strategies to engage current and potential donors, including individuals, parents, grandparents, alumni, corporations, and foundations.
- Develop new sources of funding and increase funding base.
- Act as project manager for major gift donor pipeline, scheduling meetings, preparing materials, and driving the donor cultivation timeline.
- Coordinate and manage capital campaign events, including celebration dinners, donor recognition gatherings, informational sessions, and small gatherings.
- Develop engaging content for campaign-related materials, including social media, newsletters, and communication updates.
- Oversee the development and execution of the public launch of the capital campaign, including a strategy for mid-level gifts.
- Oversee the accurate and timely recording and acknowledgement of campaign gifts and donor data in the school's donor management system, ensuring information is kept confidential and up to date.
- Create and implement a donor recognition plan.
- Track and report campaign and events expenses and report in a timely manner.
- Prepare reports and updates on donor engagement and fundraising progress for the campaign team and school leadership.
- Develop and track a naming opportunities plan.



- Provide donors with regular, personalized acknowledgment of their contributions and updates on the progress of the campaign.
- Provide excellent care and service to donors and respond to inquiries and requests in a timely and professional manner.
- Ensure compliance with all legal and ethical fundraising practices and maintain awareness of relevant tax laws and regulations.

### **Why Master's Academy?**

The mission of Master's Academy is to spiritually develop and academically challenge students to impact their world for Christ. Master's Academy students excel academically, are disciplined spiritually, and are encouraged to align their passion with God's calling. Students are actively engaged in community service and develop life-long friendships. Master's Academy offers unique programs, such as a High School Vo-Tech track, NILD (National Institute of Learning Development) learning therapy, a robust Athletic Program, and many electives and extracurricular opportunities to give students a well-rounded educational experience.

### **Ideal qualifications:**

- Bachelor's degree from an accredited college or university
- Christian testimony and walk
- At least 2-3 years' experience in fundraising, preferably with capital campaign experience
- Demonstrated success in securing major gifts from individuals and organizations
- Excellent verbal and written communication skills with the ability to convey ideas in a compelling manner
- Strong project management skills and ability to handle multiple priorities and deadlines
- Knowledge of best practices in fundraising ethics and confidentiality
- A strong commitment to Christ-centered education and Master's Academy of Vero Beach

To Inquire about or apply for this position, please contact to Nancy Cook, Development Director, at [n.cook@mastersvb.org](mailto:n.cook@mastersvb.org).

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