



CAPITAL CAMPAIGN MANAGER JOB DESCRIPTION

Job Title	Capital Campaign Manager	Location	Quad Cities, IL/IA
Salary Range	\$35K-\$50K + Benefits Package	Position Type	Contract, Two Year
Department	Development	Hours	Full Time (40/week)
Reports To	Development Director	Date Posted	June 13, 2025

About YouthHope

YouthHope was established in 1936 to serve families in low-income areas in the Quad Cities and the mission is to bring children and teens from low-income areas into a life-changing relationship with Christ by encouraging, equipping, and empowering them through our Community Outreach, Youth Center, and Camp Summit Programs. We meet the spiritual, physical, emotional, educational, and vocational needs of at-risk youth. As a 501 (c)(3) non-profit, our funding is mainly through individual donations, local grants, church partnerships, and in-kind contributions. We have a dedicated staff that persistently and passionately pursue at-risk youth through authentic relationships to lead them to Christ.

Position Summary

In partnership with the Board of Directors, Executive Director, and Development Director, the Capital Campaign Manager is responsible for developing and executing a campaign to raise \$7 Million needed to support the acquisition, expansion, and renovation of the Davenport HOPE Center. This is a two-year contract position in which this individual will act as a fundraiser and project manager dedicated to the capital campaign.

Responsibilities would include to research, identify, and develop relationships with potential leaders and donor prospects; develop a case for support and customized briefing and proposal materials; develop and execute campaign strategies and plans; solicit donors and manage the gift process; support leadership and campaign volunteers with their fundraising responsibilities, and provide progress reports.

Essential Job Functions:

- Works closely with the Board of Directors, Executive Director, and Development Director to develop campaign goals and timeline.
- Collaborate with the Board of Directors, Executive Director, and Development Director to develop and support their cultivation, solicitation, and stewardship of high-capacity prospects and donors for the capital campaign.
- Partner with Development Staff to ensure campaign strategies are implemented in concert with and complementary to existing annual fundraising efforts.



- Identifies, cultivates, solicits, and stewards donors and prospective capital campaign donors; actively manages a portfolio of donors and prospective donors.
- Support Executive Director in donor call time, building donation solicitation lists, and follow-up relationship management.
- Creates a case for support and customized proposals, developing mailings and other marketing materials as needed, including sending monthly electronic newsletters and donor updates.
- Plans capital campaign cultivation and stewardship events and accompany the Executive Director for on-site visits, tours, and networking events.
- Ensure the campaign remains a top organizational priority, promote timely decision-making and provide regular updates to leadership.
- Track and maintain fundraising information and conduct donor data management in the donor database and monitor campaign progress on a consistent basis using established metrics.

Minimum Qualifications:

- Bachelor's degree or an equivalent combination of education and experience.
- A minimum of five years' experience in fund development for a nonprofit organization, preferably in frontline fundraising capacity, and optimally with capital campaign experience.
- A successful record of accomplishment of identification, cultivation, stewardship, and solicitation of major gifts and increased annual gifts from individuals, corporations, and foundations.
- Demonstrated ability to close gifts and successfully complete campaigns and events within the duration of a specific timeframe.
- Ability to maintain confidential and privileged information with discretion.
- Ability to work with and steward volunteers
- Strong written, verbal, public speaking and interpersonal skills.
- Demonstrated excellence in organization and managerial skills
- Experience managing and analyzing donor data to improve fundraising outcomes.
- Full computer proficiency with standard Microsoft Office programs including PowerPoint and Excel.
- Proficiency with fundraising and communications software.
- Valid driver's license and access to reliable transportation.
- Computer Fluency in Google Suite, Microsoft Suite, Adobe, and Team Management Platforms
- Self-Starter and Team Player
- A commitment to purity, sound judgment, and discernment
- Passion for YouthHope Mission!

Preferred Qualifications:

- Previous experience in a senior leadership position at a nonprofit organization.
- Donor Management Software experience with Network for Good, QuickBooks, and Planning Center.

**Required Qualifications:**

- Committed Christian; called into urban ministry by God.
- Member of or regularly attend a local Christian church within 10 miles of a YouthHope Youth Center.
- Participate in raising personal ministry support for self and the ministry.

Working Conditions & Physical Demands:

This position operates in a typical office environment and requires constant use of a computer and other office equipment. This position frequently communicates with donors and other stakeholders in person and over the phone, and must be able to exchange accurate information in these situations. This position requires frequent local travel for donor and vendor meetings. Infrequent national and/or overnight travel may be required for donor meetings or for optional professional development opportunities. Occasional night, weekend, or on-call work may be required.

Position Type & Hours of Work:

This is a full-time, non-exempt position under the Fair Labor Standards Act (FLSA). It is eligible for overtime pay. Days and hours of work are Monday through Friday, 8am-5pm. This position will require evening, weekend, and on-call responsibilities. Schedule must be flexible to accomplish the campaign goals.

Salary Range & Benefits:

The salary range for this position is \$35,000 to \$50,000 depending on experience and qualifications. Benefits include paid time off, health insurance, 403b retirement savings plan, etc.

How to Apply:

Submit an application via this link: <https://form.jotform.com/250307411612140>

Please email any questions to: jobs@youthhopeqc.org

Deadline to apply: August 1, 2025