

**Northeast Ohio Hispanic Center for Economic Development**

The Northeast Ohio Hispanic Center for Economic Development (NEOHCED or “The Center”) is a fast-growing non-profit organization committed to equitable asset building in Cleveland’s Latino, and other underserved communities, by providing economic and entrepreneurial technical assistance, training, and advocacy. NEOHCED seeks a talented and innovative Capital Campaign Manager to implement and manage a \$3 million capital campaign to support CentroVilla25- an economic development real estate project. CentroVilla25 is an adaptive reuse of a vacant 32,500 square foot warehouse that will feature a market with twenty kiosk-style micro-retail spaces, commercial kitchen, office space for Latino and neighborhood serving organizations, outdoor plaza with restaurant, and a community gathering space for arts & culture programming.

**SUMMARY OF POSITION:**

This position is a key member of the development team and in charge of managing the capital campaign sub-committee. The ideal candidate will be a seasoned, responsible, focused individual, with outstanding organizational skills and high level of accuracy with experience in and knowledge of fundraising, ideally in capital campaigns.

**DUTIES & RESPONSIBILITIES:**

- Overall campaign management and organization including pipelines, prospect tracking, strategy, task assignment, maintenance of timelines and campaign budget
- Establish solicitation priorities, manage prospect lists and research, develop and execute targeted cultivation plans/solicitation strategies for a range of prospects
- Write all campaign correspondence including solicitation proposals, meeting requests, and meeting follow up
- Schedule meetings, prepare and provide talking points, presentations and support to staff, board members and campaign volunteers for major gift solicitations
- Work collaboratively with the Executive Director to cultivate identified prospects and prepare foundation and government grant proposals
- Oversee campaign communications; creating content, managing collateral design and production, engaging media, celebrating campaign milestones and ensuring other public relations outreach goals are met
- Ensure that all data and communications related to prospects, donors and donor recognition is recorded, up to date and accurate
- Manage campaign record keeping, evaluate progress towards goals, prepare periodic reports on fundraising and present to the Board and senior staff
- Recommend revisions to the fundraising plan, as needed, to meet goals
- Ensure timely acknowledgement of all campaign gifts and pledges and preparation of pledge payment reminders and pledge agreements
- Maintain master campaign calendar to maximize cultivation events and keep campaign committee on track

**REQUIRED KNOWLEDGE & QUALIFICATIONS:**

- BA/BS or equivalent experience.
- 5+ years of fundraising experience in capital campaigns, individual giving and/or major gifts, and the tracking/monitoring of pledges, grant writing and fund development.
- Successful completion of similar size capital campaign preferred and/or proven success at securing major gift support and multi-year commitments
- Excellent communications skills including writing, analysis, and research are essential
- High level of computer literacy with a solid knowledge of Microsoft office products, web research; familiarity with wealth screening tools, event planning, grant writing and prior experience in a development/fund-raising office preferred
- Expertise managing donor software. Raiser’s Edge experience and Sales Force a plus.
- Sensitivity to confidential information and commitment highest level of integrity when exercising discretionary judgment
- Highly organized, self-motivated, detail-oriented, creative, strategic, professional and able to manage multiple projects under tight deadlines
- Exceptional interpersonal skills and an ability to work collaboratively with all levels of staff, volunteers, board members, donors, and prospective donors
- Ability to inspire a diverse array of stakeholders including donors, staff and participants to act and give through strong communication and team building skills

**To Apply:** Please send cover letter and resume to [info@hbcenter.org](mailto:info@hbcenter.org)