



## ***Campaign Manager***

**Reports to:** Chief Development Officer

**Status:** Two year term, full time with opportunity for extension and growth

The Campaign Manager supports the planning and execution of the MBMA Capital Campaign. Memphis Brooks Museum of Art will become Memphis Art Museum in 2026. Nestled in the heart of downtown Memphis, the city's new art museum will be a beacon of culture, featuring 600% more art-filled free and public spaces to enjoy. This role will support the transformative capital campaign to fund this project, including establishing solicitation priorities, managing prospect lists, executing targeted cultivation plans and solicitation strategies, and managing campaign cultivation events. The Manager will provide essential organizational and analytical skills as well as the ability to steward and communicate with donors and prospects at all levels of support. This position will report to the Chief Development Officer and will work in close collaboration with the Executive Director and campaign volunteers.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Helps execute a successful Capital Campaign by overseeing various aspects of the public campaign planning and implementation, working closely with development leadership, key volunteers and senior staff.
- Monitors campaign progress, researches and tracks activities for prospects and donors in the database, and provides portfolio management support.
- Manages existing and new relationships with related campaign donors, assists in preparing for donor meetings and provides follow-up from donor meetings.
- Provides support for campaign committee meetings. Plans for and participates in meetings, provides operational and administrative support and timely follow-up.
- In concert with the Director of Development, Strategic Communications, utilizes key messages and case support to create and distribute campaign communication and collateral. Creates campaign proposals and presentation decks and develops strategy in support of donor meetings and presentations.
- Serve as a public representative of the museum, including cultivating relationships with community members and supporters to build awareness of and commitment to MBMA's work.

- Schedule and execute all campaign-related events in coordination with development and special events staff.
- Perform other duties as assigned.

**Qualifications and Requirements:**

- Three to Five (3-5) years of direct fundraising experience with increased responsibility, fund development, external sales, or a related field and demonstrated success in achieving revenue targets.
- Prior experience working on or supporting campaign fundraising.
- Effective written, verbal, and interpersonal skills with ability to engage effectively with a wide range of individuals in a diverse community, including program partners, board members, staff, and other such stakeholders.
- Demonstrated successful experience conducting prospect identification and research for development goals.
- Demonstrated project coordination and organizational skills. Ability to prioritize tasks and duties. Must work proactively, independently and professionally knowing when and how to seek information.
- Must have the ability to coordinate multiple priorities and multi-task.
- Hands-on experience working with Microsoft Office and/or Google Suite to develop gift proposals, associated budgets, and other related development campaign materials.
- Database management experience, preferably with Raiser's Edge
- Ability to perform basic mathematical functions, compile data, create reports, and proofread and maintain documents, records, and correspondence with strong attention to detail.

**Salary: \$60,000-65,000. Salary is contingent on experience and ability.**

**Benefits:** (i) A cafeteria plan that includes optional health, dental, vision, additional life insurance and supplemental policies, and a flexible spending account. The museum contributes toward the employee portion of health insurance premiums. (ii) A 401(k) retirement plan. The museum matches up to 4% of your salary annually. (iii) Employment category, combined with years of service to the museum, determines the amount of time off (OPTO) that each employee receives in addition to regular paid holidays.

**APPLICATION PROCESS:** Qualified applicants please send your resume and cover letter, including salary expectations, to [development@brooksmuseum.org](mailto:development@brooksmuseum.org). Indicate the job title "Campaign Manager" in the subject line. The Memphis Brooks Museum of art is an equal opportunity employer.

Not sure you meet 100% of our qualifications? Recent studies show that men apply for jobs when they meet an average of 60% of the criteria, yet women and other people who are systematically marginalized tend to only apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply. We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds.

The Memphis Brooks Museum of Art is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, disability or veteran status.