

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

CAPITAL CAMPAIGN MANAGER

POSITION: PART TIME CONTRACTUAL / PAY RATE: \$25 - 35 PER HOUR / 5-20 HOURS PER WEEK THROUGH 12/31/21

RESPONSIBILITIES

- Manage a multiyear capital campaign to raise \$2 million for the Peoria PlayHouse Children's Museum.
- Develop a capital campaign plan, budget and calendar and refine it as needed as work progresses.
- Work with other PlayHouse staff to refine membership structure, benefits, materials and processes.
- Participate in the development of campaign materials and related marketing material.
- Train board, staff and volunteers in cultivation, direct requests and stewardship.
- Partner with PlayHouse staff to develop tracking and recognition systems.
- Assist in development of a Capital Campaign Cabinet.
- Identify key donors and create a plan for leadership gifts / supporters.
- Assist staff with approaching key donors as needed; oversee major requests to ensure best practices are followed.
- Attend regular campaign cabinet meetings to help motivate volunteers and promote progress.
- Refine work plan and materials as needed.
- Work with staff to manage public information and public relations.
- Adhere to strict confidentiality requirements.
- Follow all safety procedures that pertain to the duties performed and support all aspects of the Park District's safety program.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Significant experience managing successful fundraising and capital campaigns.
- Knowledge of the fundraising climate and potential donors in the Peoria region.
- Flexible schedule and availability for phased work to be conducted from March 2020 – December 2021.
- Ability to collaborate with a wide range of volunteers and co-workers.
- Comfort in computer tools including Microsoft Office Suite (Word, Excel, Outlook) and social media.
- Excellent communication (written and verbal) skills.
- Ability to keep information confidential.
- Interest and commitment to the mission of the Peoria PlayHouse and the welfare of local children and families.

HOW TO APPLY

- Complete an online application at peoriaparks.aaimtrack.com/jobs/ or view *Employment Opportunities* in the "Join Our Team" section at www.peoriaparks.org. Applicants may submit a resume', but to be fully considered for this position an online application must be completed. While we appreciate all submissions, due to high volume, only those applicants who are selected for interview will be contacted. Applications will be reviewed until position is filled.
- The Peoria Park District hires without regard to race, religion, sex, age, national origin, ancestry, sexual orientation, marital status, pregnancy, unfavorable discharge from military service, or disability to perform the tasks of the job. All qualified individuals are encouraged to apply. AN EQUAL OPPORTUNITY EMPLOYER.

