

Campaign Manager

Position Description

The Foundation for Food & Agriculture Research (FFAR) invites applications and nominations for a highly motivated and dynamic individual to join our team as a Campaign Manager. The Campaign Manager will take a lead role in the implementation of FFAR's \$100 Million fundraising campaign in support of the Agriculture Climate Partnership. The Campaign Manager will report to the Chief Development Officer and will work in partnership with the Development team and campaign counsel to coordinate all campaign-related initiatives and integrate them, as needed, with existing FFAR programs and functions.

Duties and Responsibilities:

- Manage a portfolio of campaign prospects; identify, cultivate, solicit, and steward prospects to ensure that campaign goals are met.
- Facilitate the movement of prospects through the various stages of giving based on the concept of moves management.
- Meet clearly outlined performance expectations based upon industry standard best practices for prospect visits and dollars raised.
- Develop and/or refine campaign systems, policies, and protocols as needed; manage the implementation and execution of existing policies.
 - Develop and implement a prospect management plan, including procedures for documenting prospect activity in the donor database, as well as a system of regular prospect management meetings to encourage both accountability and information sharing among team members.
- Serve as Campaign Committee liaison, attending meetings, preparing agendas and minutes, distributing and coordinating volunteer assignments, and assisting the Chief Development Officer in providing support for Committee members, such as:
 - Communicate and ensure adherence to Campaign Committee job description and tools tailored for each member.
 - Support Campaign Committee members as they fulfill their roles.
- Work closely with the Campaign Chair, Chief Development Officer and campaign consultant to manage the campaign timeline and promote timely decision-making and activity in alignment with the campaign timetable.

- Oversee portfolios to ensure that prospects are being moved through the solicitation cycle in a personalized yet timely manner.
- Monitor campaign progress on a consistent basis using established metrics.
- Provide assistance following donor visits with the execution of follow-up research, gift and activity documentation, stewardship, and other activities to aid gift officers.
- Provide regular campaign communication for FFAR leadership, volunteer campaign leadership, and donors.
- Assist in the development of customized cultivation and solicitation strategies for individuals as well as corporation and foundation prospects.
- Work with Development staff to develop a calendar of campaign events.
- Serve as liaison with FFAR's Communications team and/or designated vendors to help establish and implement the campaign communications plan.
- Ensure that campaign strategies are implemented in concert with and complementary to existing initiatives.
- Ensure that the campaign remains a top organizational priority.

Qualifications:

- 5-7 years of development experience, preferably in frontline fundraising capacity.
- Strong interpersonal skills and judgement.
- Strong organizational skills and professional demeanor.
- Demonstrated ability to maintain confidential and privileged information with discretion.
- Ability to manage multiple tasks simultaneously.
- Demonstrated ability to move projects forward according to timeline.
- Ability to work with groups/teams.
- Self-starter with ability to work independently and creatively.
- Excellent verbal and written communication skills.
- Ability to work with and steward volunteers.
- Ability to accurately and fully utilize donor management systems/databases.



- Understanding of and commitment to the mission of FFAR.

Application and Nomination Process

To express your interest in the FFAR Campaign Manager role, please click on the link below and submit the requested information.

[Apply here!](#)

Applications will be actively reviewed on a rolling basis as submitted and will be received until an appointment is made. Applications should consist of a substantive cover letter, resume and a list of four (4) professional references with full contact information. No references will be contacted without the explicit permission of the candidate.

Additional Information

This position will require long periods of sitting at a desk and on a computer. There may be potential for travel when it is safe to do so, but travel would be limited. Work outside of normal business hours may be required but is limited to sporadic cultivation events.

EEO Statement

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws, and applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.