



**JOB TITLE:** Director of Capital Campaign

**JOB TYPE:** Full-Time, Salaried

**SUPERVISOR:** Deputy Director

**GENERAL DESCRIPTION:**

Row New York ([www.rownewyork.org](http://www.rownewyork.org)) is a unique non-profit organization which transforms the lives of New Yorkers, regardless of ability or background, through the discipline of rowing combined with comprehensive academic support. Our student-athlete population reflects enormous ethnic and racial diversity, as well as the mutually beneficial integration of teens from varying socioeconomic backgrounds. Our free and low-cost programs serve over 2,000 young people annually, empowering them to build strength, gain confidence, and pursue excellence through intensive rowing and academic programming. We also offer para-rowing for youth and adults with disabilities, summer camps, fitness classes, adult rowing instruction from introductory to competitive levels, and corporate team-building workshops. Please note: This position will be based in our Midtown office.

**POSITION SUMMARY:**

This newly-created position will be responsible for implementing and completing Row New York's \$20-30 million capital campaign. Our strategic plan is to invest in infrastructure to improve existing operations and to build a community boathouse which will help double the impact of our programs. The Director of Capital Campaign will develop and execute the Capital Campaign raise, coach and train the development team, work with the Board of Directors and the Capital Campaign Leadership Council, and track progress. The ideal candidate is driven, organized, flexible, and has experience with major gifts fundraising and running a capital campaign from start to finish. The long-term vision for this role is to lead the capital campaign for two to three years and transition to a leadership role on the development team with a focus on individual fundraising.

**MAIN RESPONSIBILITIES:**

- Working closely with the Deputy Director, Director of Development, and Executive Director, devise and implement a multifaceted capital campaign that will support Row New York's plans for executing its strategic plan with the ultimate goal of a community boathouse.
- Establish the campaign's solicitation priorities, manage prospect lists, prospect research, and prospect tracking.
- Develop and execute cultivation plans, strategies including meeting requests, and metrics to monitor project success in collaboration with the development team and senior leadership.
- Collaborate with the Director of Marketing and Communications to provide campaign collateral and communications, specifically materials for solicitation including print, web and social media platforms.
- Identify members, lead, and provide support to volunteers on the Capital Campaign Leadership Council.



- Provide guidance, prepare, and coach the Executive Director and development team when appropriate and be present during solicitations when required.
- Work collaboratively across all development teams (individuals, foundations, special events) to cultivate identified individuals and institutional prospects in order to complete solicitations and/or prepare and submit grant proposals with the Grants and Foundation Manager.
- Devise and direct cultivation and recognition events ensuring donor acknowledgement and naming opportunities, stewardship and, as appropriate, public recognition.
- Work with the Development Coordinator to manage all campaign gift correspondence in the database, including timely acknowledgments, pledge payment reminders, pledge agreements, and preparing and submitting reports to donors and those required by granting foundations and institutions.
- Manage Capital Campaign budget tracking and reporting both expenditure and contributed revenue.
- Maintain the campaign calendar, ensuring that it is coordinated with existing program and development calendars.
- Prepare presentations for the leadership team and Board of Directors evaluating progress toward goals.
- Over time, build and manage a portfolio of donors and prospects with the capacity, interest, and inclination to make gifts of \$10,000 or more.

#### **QUALIFICATIONS:**

- Bachelor's Degree, with a Masters degree preferred.
- Minimum of seven to ten years of professional fundraising experience, with a focus on Capital Campaigns or major gifts.
- Proven track record of successfully securing major gift support, with a focus on completing and closing six and seven figure asks.
- Success leading and directing capital campaigns, and the ability to manage the campaign budget.
- Excellent interpersonal, analytical and organizational skills and ability to prioritize and execute responsibilities in the face of conflicting priorities.
- Personal qualities of strong work ethic, emotional intelligence, and diligence.
- A sense of humor, tolerance for change, and a demonstrated ability to contribute to a positive culture.
- A team player with the ability to motivate others.
- Commitment to the mission of RNY and the spirit of sports based youth development.
- Fluency with Salesforce.

#### **COMPENSATION AND BENEFITS:**

Row New York is committed to creating a culture that is supportive of learning, growth, and staff development. Our investment in staff includes a competitive salary commensurate with experience, 401(k) plan, Health, dental, and life insurance, and generous paid time off.

#### **TO APPLY:**

Submit cover letter, resume, and references to [careers@rownewyork.org](mailto:careers@rownewyork.org) with "Director of Capital Campaign" in subject line. Only applicants asked to interview will be contacted. No phone calls, please.

*Row New York is an equal opportunity employer. No rowing experience is necessary. Qualified women and people of color are encouraged to apply.*

