

CAMPAIGN AND DEVELOPMENT MANAGER JOB DESCRIPTION

ORGANIZATION: Venture Richmond, Inc.

LOCATION: 200 S. 3rd Street, Richmond, VA 23219

WEBSITE: www.venturerichmond.com

TARGET START DATE: May / June 2024

Overview

[Venture Richmond, Inc.](http://www.venturerichmond.com), is a non-profit organization formed to engage business and community leaders in partnering with the City of Richmond to enhance the vitality of the community, particularly Downtown, through economic development, marketing, promotion, advocacy, and events. Venture Richmond produces Friday Cheers, the 2nd Street Festival, the Richmond Folk Festival, and partners with Sports Backers to produce Dominion Energy Riverrock, as well as operates historically narrated boat tours and private charters of the James River and Kanawha Canal. Over 1.7 million people visit Downtown's riverfront and surrounding park system annually. Venture Richmond also provides enhanced property management services for Downtown, including the riverfront and a portion of Manchester.

Summary

Venture Richmond is seeking to grow its team with a talented, motivated development professional to help build its overall fundraising program and support a major capital campaign. This position presents an exciting opportunity to play an important role in the campaign to transform [Brown's Island](#) into a world-class riverfront park destination in Downtown Richmond. By supporting this significant effort, the Campaign and Development Manager will be a part of creating a lasting impact on the heart of the Downtown riverfront that will benefit the entire region. In addition to campaign support, the Campaign and Development Manager will be key to furthering Venture Richmond's work in Downtown Richmond by growing its fundraising capacity and developing and advancing new and existing relationships with donors and prospects. This position will report directly to the Director of Economic Development and Community Relations and will work closely with Venture Richmond's staff and volunteer leadership.

Responsibilities

- Responsible for overseeing execution of a campaign and implementation of ongoing annual fundraising strategy, working closely with fundraising counsel, staff leadership and volunteers.
- Create a comprehensive development plan and communications calendar to guide annual fundraising activities.
- Assist with the implementation of a major-gift fundraising strategy by supporting individualized donor cultivation, solicitation and stewardship strategies for major gift prospects and using moves management to track visits/calls.
- Organize and implement all administrative support systems for annual and campaign fundraising including cultivation, solicitation, stewardship activities, as well as coordinate and prepare correspondence and materials.

- Coordinate Campaign Leadership Committee and Advancement Committee meetings including scheduling, attending, and capturing and distributing action items.
- Follow up with staff leadership and fundraising volunteers on prospect outreach and other action items, as needed.
- Assist with foundation and corporate grant writing and proposal preparation, as needed
- Administratively support event sponsorships and grants, taking responsibility for elements of contracting, invoicing and fulfillment.
- Working with the Director of Marketing and Communications, coordinate inclusion of fundraising messaging in organization's external communication channels, as needed.
- Manage the Humanitru CRM system and ensure all fundraising information and activity is tracked and maintained in the database.
- Conduct prospect research.
- Assist with implementation of fundraising policies and procedures.
- Support staff leadership with all campaign and ongoing fundraising needs and other duties as assigned.

Requirements

- Bachelor's Degree or equivalent experience in fundraising
- Three to five years of development experience
- Excellent customer service, organizational, oral and written communication skills
- Tact and sensitivity in working with donors and confidential information
- Ability to manage multiple projects and strong attention to detail skills
- Working knowledge of donor management software preferred
- Knowledge of relevant fundraising principles, practices, and techniques
- Energetic, self-motivated, flexible and able to work independently
- Expected to work the full established schedule in the office. May work beyond normal working hours, or on weekends, or perform other duties, as business needs require
- Ability to ascend/descend stairs to access offices on 2nd floor with no elevator

At this point, we hope you're feeling excited about the job description you're reading. Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Venture Richmond, we are dedicated to building a diverse, inclusive, and collaborative workplace. If you're interested in this role but your past experience doesn't align perfectly with every qualification in the job description, we still encourage you to apply. We're eager to meet people who believe in our mission and can contribute to our team in a variety of ways – not just candidates who “check all the boxes”.

Compensation and Benefits

Initial base salary will be commensurate with qualifications and experience within a range of \$60,000-\$75,000. Benefits include: 25 days of paid time off; 14 holidays; 16% of gross pay for medical, dental, vision, 401(k) retirement savings plan, etc; and the company contributes a 5% safe harbor and up to 5% match for the 401(k).

Inquiries

Interested and qualified individuals may send a resume and cover letter to Director of Economic Development and Community Relations Lucy Meade at contactus@venturerichmond.com (use subject line: Campaign and Development Manager application), or via post to Venture Richmond, 200 S. 3rd Street, Richmond, VA 23219.