**Campaign Manager**

***About Regis High School***

*Founded in 1914 by an anonymous benefactor and supported by the generosity of her family, its alumni, parents, and friends, Regis High School offers a tuition-free Jesuit college preparatory education to Roman Catholic young men from the New York metropolitan area who demonstrate superior intellectual and leadership potential. In the admissions process, special consideration is given to those who cannot otherwise afford a Catholic education.*

*As a tuition-free school, Regis raises more than $9 million in annual giving to cover the majority of the school’s operating budget of $16 million. Regis has a student body of 530 students, a faculty and staff of 100 committed men and women, and a strong network of volunteers. For more information about Regis, visit* [*www.regis.org*](http://www.regis.org)*.*

***The Campaign***

In 2018, Regis completed the school’s first-ever comprehensive strategic planning process. The Strategic Plan priorities form the foundation of fundraising efforts including our capital campaign, Ready to Do. The campaign is led by the President and Vice President for Development as well as a committed group of volunteer leaders. The Campaign Manager will support and facilitate execution of our campaign fundraising efforts and serve as an important member of the Regis development team.

***Position Summary***

The Campaign Manager will be responsible for the day-to-day planning, coordination, and management of Ready to Do. The position is both strategic and tactical, incorporating all components of a capital campaign from the major gifts phase through the launch and implementation of the public phase. The Campaign Manager will be responsible for managing the prospective donor pipeline, shaping donor stewardship efforts, and maintaining accurate and up-to-date information on campaign goals, donors, and prospects. S/he will report to the Vice President for Development.

***Primary Responsibilities***

* Collaborate with the Vice President for Development, President, and campaign leadership on campaign strategy and goal setting.
* Partner with Vice President for Development and Major Gift Officers to drive the major gifts pipeline.
* Perform prospect research and develop robust prospect profiles.
* Update regularly the annotated table of gifts, prospect pipeline, and master prospect list.
* Maintain list of recognition opportunities, gift acceptance policies, and pledge agreements.
* Prepare and execute all campaign leadership meetings (agendas, presentations, talking points, and follow up).
* Produce and distribute all campaign collateral and correspondence including case materials, brochures, presentations, newsletters, and more as needed. Collaborate with the Regis Communications team and design firm.
* Partner with Events Manager and Major Gift Officers to plan and orchestrate all campaign cultivation and recognition events.
* Provide campaign updates and quantitative analysis to the Campaign Committee and Regis leadership.
* Maintain a comprehensive campaign timeline.
* Input campaign activity, as needed, into Raiser’s Edge database.
* Other responsibilities as assigned by the Vice President for Development.

***Qualifications and Skills***

* A bachelor’s degree and at least five years of professional experience. Experience with capital campaigns is preferred.
* Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
* Understanding of and a passion for Regis’s mission of educating young men in the tradition of the Society of Jesus including understanding of and a respect for Regis’s Jesuit and Catholic culture.
* Outstanding interpersonal, written and verbal communication, and problem-solving skills.
* Proficiency in Microsoft Excel, PowerPoint, Word, and Google Suite.
* Familiarity with Raiser’s Edge or a similar database/CRM is preferred.

***Compensation***

This is an exempt position with a competitive salary and benefits package. Salary is commensurate with experience and qualifications.

***Application Deadline***

September 16, 2021

***To Apply***

Send a resume and compelling letter of interest by e-mail to [employment@regis.org](mailto:employment@regis.org).