

**CAPITAL CAMPAIGN MANAGER POSITION
AVAILABLE IMMEDIATELY AND OPEN UNTIL FILLED**

Position Description

Spy Hop seeks a full-time Capital Campaign Manager – a newly created, two-to three-year position - responsible for implementing the public phase and completing a \$10 million capital campaign to build a 22,000 square foot media arts center in the Central 9th District of Salt Lake City. The Center will house Spy Hop’s media arts programs, production facilities, teaching and support staff, a community event and performance venue, and Phase 2 Productions, Spy Hop’s alumni run video production company. The Campaign Manager will work closely with the Executive Director, Capital Campaign Committee, Board of Directors, and other staff to help develop and carry out a broad-based fundraising plan targeting individuals, corporations, foundations and government agencies to support the campaign.

Primary Responsibilities

Reporting to the Executive Director and working in partnership with the Capital Campaign Committee, Board of Directors and staff, this position is responsible for the following:

- Facilitating the implementation of a \$10M capital campaign to build a media arts center.
- Coordinating and providing staffing support to the Capital Campaign Committee, including scheduling meetings, taking minutes, and following-up on assigned action items.
- Establishing solicitation priorities, managing prospect lists, and researching, developing, and executing targeted cultivation plans and solicitation strategies for a range of prospects, including preparing and providing support to Capital Campaign Committee/Board of Directors for solicitations.
- Working collaboratively with Spy Hop development staff to cultivate identified institutional prospects and prepare foundation and government grant proposals.
- Collaborating with marketing staff to manage the writing and production of capital campaign website, print and electronic collateral materials.
- Collaborating with marketing and development staff to develop campaign communications and content for e-blasts and talking points for the media, and integrating campaign milestones into ongoing public relations outreach.
- Collaborate with marketing and development staff to plan and execute house parties and campaign events.
- Managing the capital campaign fundraising budget with Executive Director and Operations Manager.

- Ensuring that data related to prospects and donors is recorded and tracked in organization database and in hard copy; managing campaign record keeping, evaluating progress towards goals, preparing periodic reports on fundraising, and presenting to the Executive Director, Capital Campaign Committee and Board of Directors; recommending revisions to the fundraising plan, as needed, to meet goals.
- Ensuring donor acknowledgement, stewardship and public recognition, as appropriate.
- Participating in direct solicitations, as appropriate.
- Other duties necessary to carry out campaign.

Qualifications

The ideal candidate will possess the following qualifications:

- Bachelor's degree and familiarity with local nonprofit arts organizations; knowledge of creative youth development organizations, a plus.
- 5+ years of professional experience in fundraising with a track record of success; specific experience in capital campaigns, individual and/or major gifts, a plus.
- Strong knowledge of and existing relationships with Utah philanthropic donor communities.
- Experience in scheduling and staffing solicitation calls and conducting follow up and stewardship.
- Superior verbal and written communication skills.
- Excellent interpersonal, analytical and organizations skills, with experience working with and motivating volunteers.
- Energetic self-motivated, professional with a sense of humor and the ability to multi-task and work independently in a fast-paced work environment.
- A team player with an attitude of service and ability to motivate others to act.
- Computer fluency in MS Office and Raiser's Edge a must. Experience with web applications and the role of technology and electronic communication in fundraising and/or Adobe Creative Suite, a plus.

Compensation

Spy Hop offers a competitive salary commensurate with experience, plus a generous benefits package, which includes medical, dental, professional development, retirement, paid leave, and holidays.

To Apply

Please submit a cover letter with salary requirements, along with a resume and references to:
Kasandra VerBruggen, Executive Director
Kasandra@spyhop.org



About Spy Hop

Spy Hop is a nonprofit youth media arts and education center located in Salt Lake City, Utah. Our mission is to mentor young people in the digital media arts to help them find their voice, tell their stories, and be empowered to affect positive change in their lives, their communities, and the world.

Spy Hop opened our doors in 1999, serving 12 students in a documentary film class. Today we are the only youth media organization in Utah providing over 2,000 youth ages 7 – 20 with hands-on experiences in film, music, audio, and digital design. We continually seek to close the “digital divide” by reaching out to underserved youth and marginalized communities needing access and instruction in the latest digital technologies.

Our dynamic studio environment actively engages youth in an array of innovative digital media programs. All of Spy Hop’s programs encourage youth to explore issues and concerns that are relevant and meaningful to their lives, to become critical consumers of media, and to become actively involved in their communities. Youth complete Spy Hop programs with a measurable increase in creativity, self-confidence, media literacy, technical skills, and appreciation for arts and culture that in turn prepares them for a digital future.

Through the production of their own media, our students are given an opportunity to find their voice, think creatively, and work collaboratively with peers from diverse backgrounds. Their work reaches local, national, and international audiences through platforms such as iTunes, YouTube, Vimeo, film festivals, public radio, broadcast TV, on-demand cable stations, local screenings, and events.

Over the past 20 years, our center has become a vital resource for the youth of Salt Lake and to the community at large. We are now widely recognized as one of the leading youth media organizations in the country, and are setting the standard for media arts learning across the nation. In 2015 we were named as one of seven organizations internationally to be an Adobe Creative Catalyst. Additionally in 2015, we were honored at the White House as one of the best afterschool programs in the country, receiving the National Arts and Humanities Youth Program Award from the President’s Committee on the Arts and the Humanities.