CitySpace Inc. seeks a driven and proactive Capital Campaign Consultant responsible for a fundraising effort to reconstruct and renovate the 2nd floor of the historic Old Town Hall. Renovations will include making the 2nd floor accessible to the public and developing a public gathering and performance space. The Capital Campaign Consultant will be responsible for overseeing all aspects of the CitySpace capital campaign. The consultant will work in partnership with the CitySpace Board of Directors and a Capital Campaign Committee to carry out a fundraising plan targeting individuals, corporations, foundations and government agencies to support this initiative. The Capital Campaign Consultant will coordinate a $2.5 million fundraising effort as part of anticipated $5 million campaign.

About CitySpace

CitySpace is a nonprofit organization that has established and continues to maintain the iconic Old Town Hall building as a vital center for the arts and art organizations in the city of Easthampton, MA. Tenants of CitySpace include Big Red Frame, Easthampton City Arts, and Flywheel Arts Collective. After significant renovation and restoration projects completed on the first floor, staircase, and lobby, CitySpace is seeking to complete Old Town Hall's transformation by renovating the 2nd floor into a flexible performing and community space. Currently, CitySpace is laying the groundwork to develop a donor base and develop its future organizational framework.

Essential Duties & Responsibilities

- **RESEARCH AND PLANNING**
  - Conduct a donor feasibility study.
  - Conduct a readiness assessment, evaluating the Board's readiness to support and sustain a capital campaign.
  - Based on research and established goal, devise a gift range chart for both large and small donations.
  - Create and implement a system for pledge and donation tracking and correspondence.
- **MANAGING BOARD AND CCC**
  - Recruit and train volunteer campaign committee, establish responsibilities and desired outcomes.
  - Advise on the recruitment of the Capital Campaign Committee.
  - Oversee, with board, the campaign budget.

- Collaborate with board grant writers and assist in grant schedules and timelines.
- Manage time, talents, and energies of Board members and volunteers to keep campaign moving forward within established timeline;
- Collaborate with Board grant writers and assist in grant schedules and timelines.

COMMUNICATION AND STEWARDSHIP

- Show an active interest in the community, seeking opportunities to meet new prospects and cultivate donors;
- Maintain donor communications and connections with major donors to ensure they remain involved in the campaign;
- Develop small donor cultivation events in collaboration with the Board;
- Oversee the tracking of all donations, and develop and oversee a process for timely acknowledgments and all correspondence;
- Coordinate the production of donor communication materials
- Maintain communication with Board, schedule meetings, regular updates, training, and presentations for Board and volunteers.

QUALIFICATIONS & REQUIREMENTS

- Minimum five years' experience in fundraising management and demonstrated success in developing and managing successful capital campaigns;
- Successful track record managing relationships with staff, board members and major donors;
- Proven success at securing major gift support;
- Experience engaging communities in fundraising efforts;
- Detail-oriented, organized, and self-motivated;
- Superior verbal and written communication skills;
- The ability to define problems, collect data, establish facts, and draw valid conclusions. Solid understanding of budgeting needed. Work plans must be developed and implemented;
- A team player with an attitude of service and ability to motivate others; and
- Advanced ability to operate computers and related software programs including Google Apps, Microsoft Word, Excel, Mailchimp, and/or other donor database software, web

applications, and knowledgeable about the role of technology and electronic communication in fundraising.

Terms

Contracted annual position. No benefits included. Approximately 10 hours a week expected. Salary Range: $15,000 - 25,000, commensurate with experience.

Apply

Send letter of interest and resume to CitySpace at info@cityspaceeasthampton.org. Submit resume and letter of interest by March 1, 2018.