

## **Project Liftoff - Experienced Capital Campaign Director Needed!**

Are you a seasoned fundraising professional with a passion for driving impactful capital campaigns? Do you thrive on creating strategies that bring transformative visions to life? If so, we have an exciting opportunity for you!

### **Position: Capital Campaign Director**

#### **About Us:**

We believe that all of us deserve readily available, affordable, compassionate healthcare close to home!

The Knox Clinic is celebrating its 25<sup>th</sup> anniversary as a community-driven organization with a passionate commitment to service. Please visit our website [www.knoxclinic.org](http://www.knoxclinic.org) to learn more about us. We are thrilled to launch our new initiative - the establishment of a Community Health Center in coastal Knox County, Maine.

Our vision is to build upon the services we have provided over 25 years to create a multifaceted hub dedicated to comprehensive healthcare services. The Knox Clinic takes an integrated approach to healthcare including primary medical care, dental, vision, mental health, connection to local resources, wellness services and more. Project Liftoff includes renovations to the recently purchased Bok Building in downtown Rockland, equipment acquisition, supply and technology purchases, and building support, as well as clinical operational costs to lift up care for more people in our community.

Funding for this project includes \$3 million in federal grant, a \$1 million MHHEFA loan, and \$3 million capital campaign. A successful capital campaign feasibility study was recently completed by Accordant that recommended a \$3 million campaign goal.

#### **Key Responsibilities:**

This role is intended as a temporary staff position, however hybrid consultant proposals are welcome.

- Develop and execute a detailed campaign plan, with timeline, budget, and policies, to meet our fundraising goals based on our feasibility study results.
- Collaborate with board members, staff, and volunteers to drive campaign initiatives.
- Assist with identifying and cultivating major gift prospects in collaboration with Executive Director and Campaign Committee.
- Prepare and accompany Executive Director and Campaign Committee members on several major gift request meetings with prospective donors.
- Collaborate with the Knox Clinic team to develop compelling campaign materials, including case statements and marketing collateral.
- Maintain accurate records of donor interactions and campaign progress using donor management software (Little Green Light).
- Provide regular progress reports to the Campaign Committee and Board of Directors.

**Key Responsibilities Continued:**

- Participate in campaign events, such as donor briefings, kickoff events, and recognition ceremonies.
- Guide donor stewardship and develop recognition opportunities, ensuring donors feel valued and appreciated
- Train and mentor staff, board, and volunteers on campaign best practices and fundraising techniques.
- Analyze data to assess the effectiveness of campaign strategies and make necessary adjustments

**Qualifications:**

- Proven experience in planning and executing successful capital campaigns.
- Demonstrated expertise in asking for and receiving major gifts in a campaign or similar setting.
- Strong knowledge of fundraising principles, strategies, and techniques.
- Excellent communication, interpersonal, and presentation skills.
- Ability to engage and inspire a wide range of stakeholders.
- Highly organized with strong project management skills.
- Proficiency in donor management and wealth screening software.
- Passion for our mission and a commitment to achieving ambitious goals.

**Application Process:** To apply, please send your resume, including your previous capital campaign experience, and an overview of how you envision your role in making this capital campaign successful to Executive Director Meredith Batley [meredith@knoxclinic.org](mailto:meredith@knoxclinic.org). Applications will be reviewed on a rolling basis, so early submissions are encouraged.

When everyone has the support and care they need to thrive, our whole community is stronger and healthier!