



# Major Gifts Manager

## Organization

The mission of Camp Corral is to help transform the lives of children of wounded, ill, and fallen military heroes by providing camp, advocacy, and enrichment programs. Created in 2011, Camp Corral has since served more than 35,000 military children from every state in the nation.

Camp Corral offers recreational programs designed specifically to empower America's military children to make connections, build coping skills, and increase self-confidence. We are a national leader and provider of camp experiences, research, and advocacy related to the challenges faced by children of wounded, ill, and fallen military service members, many of whom provide caregiving duties within the wounded warrior family unit. Camp Corral helps build life skills to empower strong, resilient, and independent individuals.

Camp Corral partners with some of the best camps in the country, including the YMCA, 4H, and privately owned camps. We partner with 20 camps located in 18 states, which are thoroughly vetted for safety and quality of their programs by our staff and by a professional risk management team. We have grown significantly in the last thirteen years, receiving thousands of applications each year and serving over 3,000 children from across the country annually. Camp Corral also offers Family Camp programs to more than 100 families each year. We have become a national leader in working with military youth and families and have created strong partnerships with corporate and military-serving organizations to help improve and expand our programs and financial stability. Camp Corral's headquarters are located in Raleigh, North Carolina.

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## Position Summary

The Major Gifts Manager will be a motivated professional, primarily responsible for assisting and growing philanthropic revenue for the national organization. To be successful in this role, the manager will be organized and disciplined by seeking measured results to reach goals. Working alongside the Vice President of Development and Outreach, the manager will assist in identifying, cultivating, and stewarding mid-level and major donors. While uncovering new and future donors, the manager will help retain and elevate existing donors as well.

The Manager will focus on individual donors while also reaching out to foundations and corporate donors. The position involves overseeing various components of donor prospect research and prospect management tracking systems, donor database management, donor stewardship, and communication. Additionally, the person in this role will actively contribute to fundraising initiatives, special events, and marketing efforts to engage new and existing individuals nationally. This position requires flexibility, excellent written and verbal communication skills, attention to detail, and a passion for Camp Corral and its mission

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## Responsibilities:

- Working with the VP of Development and Outreach, coordinate activities of the board, volunteers, staff, and others as they relate to major gifts planning and implementation.
- Working with the VP of Development and Outreach, schedule and coordinate campaign meetings, working committees, cultivation events, and any other meetings and events related to prospective and existing major donors.
- Prepare major gift materials and correspondence: files, lists, meeting notifications, agendas, minutes, and other follow-up materials promised at the meetings; prospect and donor research, records, acknowledgements, and reports.

- Conduct prospect research to compile profile information on individual, corporate, foundation, and other prospects.
- Maintain and update a major gifts calendar of scheduled activities and send weekly reports to key individuals and consultants.
- Record and transcribe notes of significant major gifts-related communications, including both meetings and telephone calls between volunteer leaders, board members, and others.
- Organize and maintain thorough and accurate computer (including CRM) and hard copy filing systems for major gifts activities. Perform periodic maintenance to ensure that data is up-to-date and lacking duplicate records.
- Prepare and submit activity reports measuring successes against projections.
- Interface with the CFO and perform monthly and annual reconciliations. Assist with documentation needed for annual audit.
- Under the leadership of the VP of Development and Outreach, assist with implementation of annual development calendar of tasks, projects, and activities.
- Work with the VP of Development and Outreach and CEO to create stewardship strategies for high-level donors and groups of donors.

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## **Qualifications**

- Passion for the mission of Camp Corral.
- Bachelor's degree in communications, marketing, non-profit management, or a related field or equivalent educational experience.
- 2+ years related development experience; or any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Work experience, preferably in a non-profit environment.
- Basic understanding of the principles of fundraising and current issues and trends in fundraising.
- Exceptional interpersonal skills with emphasis on building relationships and collaborating with colleagues to reach common goals.
- Knowledge and ability to research, analyze, and qualify individual prospects using technology and the tools provided within Camp Corral.
- Strong verbal and written communication skills with the ability to develop and deliver compelling arguments regarding the value proposition of Camp Corral.
- Experience in donor-centric communication preferred.
- Experience with and proficiency within the Salesforce platform required
- Advanced knowledge of technical computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint) and ability to utilize technology for research.
- Capable of assessing own skills and abilities and identifying areas for improvement; willingly accepts constructive feedback; seeks developmental opportunities; works independently.
- Flexibility is a key attribute for this position. Camp Corral is a fast-paced environment. A willingness to take on additional duties or change course to ensure the success of the organization is essential.
- Must have organizational skills and attention to detail. Can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.

## **Physical Requirements**

- Able to lift 25 lbs with minimal assistance.
- Dexterity, auditory and visual acuity to operate computers and phones or mobile devices.
- Auditory and visual acuity to interact with guests, sponsors, donors, and participants on a daily basis.
- Able to work for long periods of time without a break during the conduct of presentations, meetings, and events.
- Able to work outside seasonally in varying conditions.
- Able to successfully manage multiple high-priority tasks in a fast-paced environment.
- Must meet background check criteria.

**Travel required.**

- Ability to travel both locally and nationally on commercial airlines and rent a car.
  - Occasional travel possible
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**Acknowledgement**

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties, and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. Camp Corral may change job descriptions at any time, with or without notice, as needs require.

**Equal Employment Opportunity Statement**

It is a fundamental policy of the Camp Corral not to discriminate on the basis of race, color, religion, sex, national origin, age, handicap or disability, genetic information, citizenship, veteran or military status, or any other protected classification under state law with respect to recruitment, hiring, training, promotion and other terms and conditions of employment.

It is the policy of the Organization to base employment decisions solely upon an individual's qualifications relating to the requirements of the position for which the individual is being considered. It is also the policy of the Organization to recruit, hire, and promote the best qualified persons for all jobs without regard to race, color, religion, sex, national origin, age, handicap or disability, genetic information, citizenship, veteran or military status, or any other protected classification under state law. It is the policy of the Organization to ensure that all personnel actions such as compensation, benefits, transfers, layoffs, Organization-sponsored training, promotions, terminations, and disciplinary actions are applied equally.

**Benefits, Compensation, and Additional Details**

The Major Gifts Manager is a full-time exempt position based at Camp Corral's headquarters in Raleigh. It is not considered a "remote" role; however, there is flexibility in working remotely with a shared understanding with the VP that presence in the office most of the time is helpful and necessary for fulfilling job responsibilities and fostering team interactions.

Compensation is commensurate with experience and is in the range of \$60,000 and \$65,000. Camp Corral offers comprehensive benefits and PTO.

Interested candidates should forward a cover letter and resume to [admin@campcorral.org](mailto:admin@campcorral.org)