



POSITION DESCRIPTION: Capital Campaign Manager

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, FHL is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

FHL's capital campaign has raised more than \$50 million in private funding so far, and we are about to embark on the next phase of this campaign. Reporting to the Director of Development, the Capital Campaign Manager will support FHL's Co-Founders, Director of Development, consultants, and Board members in their work on the capital campaign.

Responsibilities include

- Overall campaign management and organization including pipelines, prospect tracking, strategy, task assignment and maintenance of timelines;
- Researching and identifying prospects;
- Scheduling meetings, preparing talking points, assembling presentations, and full meeting prep for, Board members, campaign volunteers and FHL staff;
- Overseeing acknowledgement of all campaign gifts and pledges and preparation of pledge payment reminders and pledge agreements;
- Writing all campaign correspondence including solicitation proposals, meeting requests, and meeting follow up;
- Maintaining master campaign calendar to maximize cultivation events and keep campaign committee on track;
- Organizing and monitoring volunteer assignments and follow-up, and assisting in all aspects of volunteer-led events;

Qualifications

FHL seeks a seasoned, responsible, focused individual, with outstanding organizational skills and high level of accuracy. Experience in and knowledge of fundraising, specifically capital campaigns, is required.

The successful candidate will be highly organized, self-motivated, detail-oriented, creative, strategic, professional and able to manage multiple projects under tight deadlines. Excellent writing, analytical, and research skills are essential. Candidates must have a high level of computer literacy, including experience using online databases and other sources to locate financial and philanthropic information, and possess exceptional interpersonal skills and an ability to work collaboratively with all levels of staff, volunteers, Board members, donors, and prospective donors.

Bachelor's degree is required. Three to five years fundraising experience relevant to the responsibilities.

To Apply

Please submit your cover letter, resume, and salary requirements to campaign@thehighline.org. Only those whose applications are being considered will be contacted.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.