



Capital Campaign Manager

Background

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world-class dance company, an innovative presenting theater, a dynamic digital platform, a dance school for movers of all ages and abilities, and ODC Health with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and fitness offerings informed by dancer training for all levels and abilities. Guided by Founding Artistic Director Brenda Way; Kimi Okada as Director of ODC School and Associate Choreographer; and, Carma Zisman as Executive Director, ODC is nationally recognized for its entrepreneurial spirit and artistic innovation. Unique for its fully integrated vision, ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through dance performance, training, and mentorship. ODC operates a three-building campus including a Dance Commons and the ODC Theater in San Francisco's Mission District, and a robust digital program for classes, performances, and engaging dialogue. ODC's programs and activities have contributed to community development, arts education, and access to creative art-making for more than 50 years.

Position Summary

The Campaign Manager (CM) plays a key role in the success of ODC's capital campaign to support the transformation of 3175-77 17th Street, and to build the funds dedicated to the campus's and program's long-term sustainability. The Campaign Manager does this by actively managing, coordinating and supporting the strategic planning and actions of the Artistic and Executive Directors, the Development team, Board members and other volunteers on the ODC Capital Campaign Committee charged with delivering the fundraising effort for the project.

The Campaign Manager achieves success by tracking a portfolio of individual prospects and donors with the capacity to contribute \$25,000 and above to the capital campaign. The CM helps staff and Board design, schedule and execute the steps needed to move prospects and donors through essential steps and activities from cultivation to the beginning of post-ask stewardship. The CM works closely with the Development team, Executive and Founding Artistic Directors and Co-Chairs of the Capital Campaign Committee. The CM helps schedule and staff Campaign Committee meetings, donor and prospect activities, and supports effective communication and coordination between staff and Committee volunteers as well as other relevant stakeholders. In addition to above functions, this requires facilitating strategic communications between parties, and helping the organization absorb and steward nuanced information learned in the cultivation and solicitation process. The successful candidate is highly organized, an excellent communicator, and someone adept at forging and nurturing dynamic relationships between individuals and organizations.

Roles & Responsibilities

The ideal candidate will bring to their work a passion for inviting community members to invest in and support ODC's unique mission, the capacity to build and steward relationships, and outstanding communication skills. Specifically, the role will:

- Assist with planning, scheduling and tracking moves of prospects and donors through essential phases from initial cultivation to solicitation and stewardship.
- With relevant staff, design and manage strategic communications to ensure campaign and organization stakeholders receive messages that motivate support of ODC and the Campaign (e.g. sharing positive reviews of the ODC company, and/or stories of ODC's impact and accomplishments).
- With relevant staff and high level volunteers, develop and track plans for qualifying and cultivating new prospects and donors.
- Assign to Development staff or conduct hands-on donor research as needed (for individuals and foundations) to support successful development efforts of staff and volunteers.
- Design and manage reports as needed for staff and volunteer efforts.
- Maintain the working library of up-to-date case statements, architectural drawings, finance reports, and other documents important to successful cultivation and solicitation of donors.
- Be aware of best practices in the field and build awareness of these practices in the staff and volunteer team.

Qualifications

- Minimum 21 years of age and eligible to work in the US.
- Must be based in proximity to the Bay Area to allow regular on-site work on the ODC campus (351 Shotwell Street, 3153 17th Street, and 3177 17th Street, San Francisco, CA 94110).
- Bachelor of Arts degree.
- Minimum of five years of professional experience as a consultant, volunteer or staff member working in development for a non-profit organization.
- Demonstrable knowledge of effective development practices and cycles.
- Demonstrated success with revenue generating campaigns, which can range from traditional (e.g.; annual appeals) to non-traditional (e.g.; online crowdfunding).
- Excellent communication skills (verbal and written).
- Ability to work and interact well with individuals from various backgrounds in a culturally diverse, fast paced, team-oriented environment.
- Organized, with excellent skills in prioritizing and time-management; strong creative problem-solving abilities.
- With advance notification, must be able to staff activities after-hours/weekends as appropriate.

Physical Demands and Work Environment

- Work is performed primarily in an office and performing arts facilities setting.

- Must be based in proximity to the San Francisco Bay Area to allow on-site/in-person staffing of select meetings and activities, including tours and visits to the ODC campus.
- There will be opportunity for some remote work to be scheduled in coordination with the Capital Campaign Committee, Executive and Development Directors..
- Work is primarily performed sitting and standing.
- Must be able to lift and carry 15 lbs.

Compensation and Time Base

This is a part-time, hourly position, eligible for overtime reporting directly to the Director of Development. The expected work schedule is 20 hours per week, not to exceed 27 hours per week without prior approval, and with specific work days to be scheduled in response to the CM's schedule, and the pace and schedule of donor-focused activities. *Note, with advance notice some evenings and weekends will be required in the work schedule to support staffing at performing arts activities.*

- Compensation range: \$50-\$90 per hour, commensurate with experience.
- Sick time accrued as hours worked.
- Complimentary tickets available for ODC theater events and ODC performances.

To Apply

- To apply for this position, please email your current resume and a cover letter to: HR@odc.dance
- Note, please reference “[Capital Campaign Manager](#)” in the subject line.

No phone calls please.

Principals only. Recruiters; please don't contact this job poster.

Please do not contact job poster about other services or products.

At ODC we believe the vitality of life in the San Francisco Bay Area is contingent upon continued exposure to a variety of perspectives, beliefs, and wisdom. Our work at ODC is challenging and exciting. We attract people who are committed to dance and the arts and we are willing to work hard to engage our audiences and serve our communities. If you want to make a difference, challenge yourself and help us continue to innovate, we welcome your energy and talents. People of color and people with disabilities, of diverse sexual orientations, gender expressions and identities are welcome and encouraged to apply.