



## **Development & Campaign Manager**

Are you an experienced fundraising professional who enjoys building meaningful donor relationships, using data to drive strategy, and helping organizations prepare for transformational growth? The Air Zoo is seeking a strategic, organized, and relationship-focused **Development & Campaign Manager** to strengthen our fundraising operations and advance philanthropic support for our mission.

### **About the Role**

As the Air Zoo prepares for a transformational capital campaign, the Development & Campaign Manager will play a key role in strengthening the fundraising systems, campaign operations, and organizational capacity needed to support the institution's long-term philanthropic growth. Working closely with the Director of Development, this position helps build campaign readiness, supports major gift strategies, manages donor engagement initiatives, and leverages fundraising analytics to drive successful fundraising outcomes.

### **What You'll Do**

- Support campaign readiness initiatives, major gift strategies, and long-term fundraising growth.
- Identify, research, qualify, and manage prospective major donors through prospect research, wealth screening, and relationship mapping.
- Develop and maintain donor pipelines and moves management strategies that strengthen donor engagement and increase philanthropic support.
- Prepare donor profiles, briefing materials, prospect strategies, and meeting support documents for leadership, campaign volunteers, and consultants.
- Coordinate donor cultivation, stewardship, recognition, and follow-up activities throughout the donor lifecycle.
- Assist with campaign planning, feasibility assessments, fundraising implementation strategies, and volunteer engagement efforts.
- Monitor fundraising performance, campaign readiness metrics, and donor engagement trends while providing recommendations for improvement.
- Develop fundraising reports, dashboards, forecasts, and analytics that support strategic decision-making.
- Maintain accurate donor records, prospect strategies, fundraising data, and reporting within the donor management system.
- Coordinate gift processing, pledge management, donor acknowledgements, and stewardship communications.

- Project manage biannual fundraising appeals, including timelines, donor segmentation, vendor coordination, and distribution.
- Collaborate with Marketing and Communications to develop donor-centered fundraising campaigns and engagement initiatives.
- Support donor events, tours, meetings, and cultivation activities in partnership with internal departments.
- Prepare presentations, reports, and fundraising materials for leadership, Board committees, volunteers, and other stakeholders.

*The above description outlines the general nature and level of work performed and is not intended to be an exhaustive list of all responsibilities and qualifications.*

### **What You Bring**

- Bachelor's degree or an equivalent combination of education and professional fundraising experience.
- Minimum of six years of progressive fundraising or advancement experience.
- Experience supporting capital campaigns, campaign readiness initiatives, comprehensive campaigns, or major fundraising efforts.
- Demonstrated success in major gift fundraising, prospect development, donor stewardship, annual giving, or related advancement functions.
- Strong understanding of prospect research, donor qualification, portfolio management, and moves management strategies.
- Excellent organizational and project management skills with the ability to manage multiple priorities and deadlines.
- Strong relationship-building skills with the ability to engage donors, volunteers, leadership, and community partners.
- Exceptional written and verbal communication skills, including preparing donor correspondence, proposals, reports, and presentations.
- Advanced proficiency with donor databases, fundraising CRM systems, and Microsoft Office Suite.
- Experience with Altru, Blackbaud products, or comparable fundraising software preferred.
- Strong analytical skills with experience developing fundraising reports, dashboards, and performance metrics.
- High level of professionalism, discretion, and attention to detail when handling confidential donor information.
- Commitment to advancing philanthropy and supporting the Air Zoo's mission through collaborative, donor-centered fundraising.

### **Schedule/Work Hours**

Full-time position with primarily weekday business hours. Occasional evenings and weekends are required to support donor events, fundraising activities, Board meetings, and community

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engagement. This position is primarily on-site at the Air Zoo in Portage, Michigan, with occasional local travel for donor meetings and organizational events.

### **Compensation**

**Starting salary range: \$75,000 - \$79,000 annually**, depending on skills, experience, and internal equity. The Air Zoo also offers a comprehensive benefits package, professional development opportunities, and a collaborative, mission-driven work environment.

### **Why the Air Zoo?**

At the Air Zoo, we inspire and educate through the wonder of flight and science while preserving aerospace history for future generations. As we prepare for an exciting new chapter of growth, you'll have the opportunity to help shape the future of our institution through transformational fundraising initiatives that will expand our impact for generations to come. Join a collaborative team that values innovation, stewardship, and community while making a meaningful difference every day.

### **Physical Requirements**

Ability to sit, stand, walk, stoop, kneel, crouch, reach, push, pull, carry, and lift up to 25 pounds. Ability to operate computers and standard office equipment, travel locally for donor meetings and events, and occasionally work evenings and weekends.

### **To Apply**

If you are passionate about philanthropy, thrive on building relationships, enjoy turning strategy into action, and want to help shape the future of a growing cultural institution, we'd love to meet you.

Email your resume, cover letter, and a list of three professional references to [careers@airzoo.org](mailto:careers@airzoo.org)

If you have questions or need assistance applying, please contact us at [careers@airzoo.org](mailto:careers@airzoo.org)

This position will remain posted until filled, however, priority consideration will be given to applications received by July 31, 2026.