



Magnolia Speech School
Capital Project Manager

Magnolia Speech School is a non-public, special purpose, non-profit school and is a proven leader in providing progressive, personalized education to students who need assistance with communicative skills. As a local non-profit with a 63-year history, Magnolia Speech School has served children from every county in Mississippi and families have relocated from other states to enroll a child into our specialized curriculum. With an annual budget of almost 2 million dollars, Magnolia Speech School provides highly specialized education while striving to maintain an affordable tuition cost for families. Generous donors and foundations provide three-quarters of the cost in the form of scholarships. Additional expenses are compensated through state funding and grants, corporate giving, and other contributions.

Magnolia Speech School is making plans to relocate the school from its current location to Madison County, Mississippi.

Position Summary: The primary role of the Capital Project Manager is to support the mission of Magnolia Speech School by successfully managing the capital campaign to relocate the school.

DUTIES & RESPONSIBILITIES

- Provide the necessary information to support donor meetings, including holding briefing meetings with key volunteers and senior staff.
- Work closely with key volunteers including members of the Board and Campaign Planning Committee to keep them engaged and informed of campaign progress.
- Work closely with Executive Director to maintain schedules and campaign progress.
- Ensure that all campaign mailings are coordinated, merged and sent according to the campaign timeline.
- Coordinate and manage any specific events related to the capital campaign including but not limited to personal social events.
- Oversee, manage and update the database. In addition to recording campaign pledges, track leaders/volunteers, solicitors, request amounts, and necessary notes.
- Send reminders for all Campaign Leadership meetings. Contact all scheduled meeting participants to confirm their attendance.
- Assist in contacting campaign volunteers to gauge their progress.
- Print various donor lists from the database throughout the campaign. Use reports to identify major gift prospects, set request amounts, and track the progress of the campaign.

- Based on the supply list provided by the consultant, order the necessary materials for the campaign. Supplies includes envelopes, brochures, case statements, pledge cards, etc.
- Ensure that all pledge reminders are entered in the database and are sent in a timely fashion.
- Assist with writing proposals and grants to corporate, foundation, and individual donors.
- Throughout the campaign, create and implement a personalized donor cultivation and stewardship process to include donor tours, donor recognition, and other interactions with special emphasis on major gifts.
- Work with the current Director of Donor Engagement and consultant in development of annual report, case for support and appeal process. May include support of social media and public relations coverage, electronic newsletters, Annual Report, Christmas Appeal and Planned Giving opportunities.
- Maintain a professional relationship with all donors, parents and staff.
- Other duties as assigned.

QUALIFICATIONS

- 3 years previous experience with similar management tasks with preference in capital campaigns
- A self-starter with a positive attitude and demonstrated capability to work independently.
- Familiarity with Donor Perfect or other fundraising software programs
- Analytical and project management skills
- Excellent interpersonal skills
- Superior verbal and written communication skills
- Demonstrated ability to write successful proposals
- Exhibit highest levels of integrity, confidentiality, tact, and discretion
- Ability to work well independently and with a team; self-motivated, flexible and adaptable
- Excellent time-management skills
- Interest, understanding, and commitment to oral education for communicatively impaired students.
- Bachelor's Degree required.