

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

JOB TITLE:	Campaign Manager	DIRECT SUPPORTS:	Chief Philanthropy Officer
DEPARTMENT:	Development	DIRECTLY SUPPORTS:	N/A
CLASSIFICATION:	FT Temporary Exempt (18 – 24 months)	SALARY RANGE:	\$70,000 - \$85,000/year

## JOB SUMMARY

### About the Museum and Campaign

The High Desert Museum is a nationally recognized, multidisciplinary museum that brings together wildlife, history, art, and cultures to promote deeper understanding of the High Desert region. Rooted in curiosity and committed to authenticity and inclusion, the Museum serves more than 225,000 visitors annually, including over 10,000 students through school programs.

We are in the midst of a transformative \$40 million capital campaign to expand our campus and deepen our impact, enabling us to reach more students, preserve more stories, and provide greater access to the region’s natural and cultural heritage. With more than \$30 million raised to date, the Museum is poised for its next chapter, and the Campaign Manager will play a key role in making it possible.

### Position Summary

The High Desert Museum Campaign Manager will support the implementation and successful completion of this ambitious capital campaign. This position plays a key role in advancing the Museum’s strategic priorities by coordinating day-to-day campaign activities and ensuring continued momentum from the quiet phase through the public launch and beyond.

The Campaign Manager will serve as a central point of coordination for all campaign-related activities. Responsibilities include overseeing and tracking the prospect pipeline, reporting, prospect research, prospect collateral, board and volunteer support, events, and communications. The ideal candidate is a strong relationship builder, highly organized, and deeply motivated by the Museum’s mission and values.

This position sits within the Development Department, reports to the Chief Philanthropy Officer and works closely with the Executive Director, Campaign Cabinet, and Development Team. It is a temporary, full-time, salaried position with a duration of approximately 18-24 months.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

50%	<b>Donor Pipeline Management &amp; Fundraising Strategy</b> <ul style="list-style-type: none"><li>Support and partner with the Executive Director and Chief Philanthropy Officer on donor solicitations by preparing materials, offering strategic guidance, and managing follow-up</li><li>Collaborate with team members to plan and execute donor cultivation events</li><li>Conduct prospect research to inform strategy and engagement</li><li>Maintain accurate tracking of donor activity and ensure timely acknowledgments and stewardship</li><li>Facilitate donor recognition and naming opportunities with Chief Philanthropy Officer</li><li>Support the integration of prospect research and other donor data into the Altru database in partnership with database administrator.</li></ul>
30%	<b>Campaign Planning &amp; Coordination</b> <ul style="list-style-type: none"><li>Collaborate with executive team, trustees, and campaign leadership to implement and update the campaign plan</li><li>Lead and manage campaign volunteer committees by coordinating meetings, preparing materials, and helping set strategy</li></ul>

	<ul style="list-style-type: none"> <li>• Maintain a detailed campaign timeline and ensure progress toward goals and benchmarks</li> <li>• Prepare regular progress reports and recommend course corrections as needed</li> <li>• Manage the planning and execution of the public phase of the campaign, coordinating timelines, messaging, outreach strategies, and events that engage the broader community and activate fundraising at scale</li> </ul>
<b>15%</b>	<b>Communications &amp; Campaign Materials</b> <ul style="list-style-type: none"> <li>• Develop donor-facing materials including proposals, briefings, letters, and invitations</li> <li>• In partnership with the Communications team, oversee the production of campaign collateral, both print and digital</li> <li>• Coordinate internal and external communications related to campaign activity</li> </ul>
<b>5%</b>	<b>Additional Duties</b> <ul style="list-style-type: none"> <li>• Contribute to and support the Museum's DEAI initiatives</li> <li>• Contribute to and support the Museum's AZA Accreditation</li> <li>• Assist with museum-wide events, such as Free Days, fundraising gala, etc.</li> <li>• Other duties as assigned</li> </ul>

## QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> <li>• Bachelor's degree preferred, or equivalent combination of education and relevant professional experience</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Minimum five years of progressive experience in fundraising, with a successful track record in major gifts and/or capital campaigns and donor stewardship.</li> </ul>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> <li>• Confidence and tact in asking individuals to invest in the mission of an organization</li> <li>• Exceptional communication skills—both written and verbal—with a high degree of professionalism</li> <li>• Strong organizational skills with the ability to manage multiple priorities in a fast-paced, team-oriented environment</li> <li>• Collaborative spirit with the ability to build relationships across diverse supporters, including staff, board members, volunteers, and donors</li> <li>• Proficiency with Microsoft Office Suite and experience working with donor databases (experience with Altru and/or Salesforce preferred)</li> <li>• A passion for the mission of the High Desert Museum and a strong alignment with its core values of authenticity, inclusivity, and curiosity</li> </ul>
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> <li>• This position involves extended periods of seated or standing desk work</li> </ul>
EQUIPMENT USE	<ul style="list-style-type: none"> <li>• Frequent computer and phone use</li> </ul>

## ACKNOWLEDGMENT

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date