

Capital Campaign Manager

The Nemaha County STEP Foundation is looking for a highly motivated individual to assist with a Capital Campaign.

Job Summary:

- Manage and maintain working relationships with possible donors
- Develop marketing material and plan events to generate funding
- Organize donor recognition
- Supervise donor database management
- Develop press releases for events
- Maintain social media presence

Qualifications:

- Proficient in Word, Excel, PowerPoint, social media
- Must be able to maintain fundraising database and track other documents
- Must be flexible to attend functions held in the evenings and weekends

Compensation:

- To be determined

For more information, contact Tory Jost, Executive Director at 785-410-0543 or nemahacountystepfoundation@gmail.com.