



Now Seeking Applications For
Capital Campaign Manager

Description:

The Capital Campaign Manager works directly with Vice President of Outreach, capital campaign firm, and capital campaign Executive Committee to fulfill all administrative duties associated with the Texas Public Policy Foundation's 2.5 year capital campaign. Duties will include setting appointments, sending marketing materials, preparing proposals, providing background research on prospective donors, tracking all progress, providing donor acknowledgement, providing regular progress reports, expense oversight, and similar administrative duties. The manager will maintain several spreadsheets to help manage the project and oversee all direct communication with the capital campaign firm, donors, prospects, and Executive Committee including investment requests, email correspondence, and telephone communication.

Responsibilities include, but are not limited to:

- Maintain records and information on all capital campaign donors, prospects, and Executive Committee members.
- Set, confirm, and provide directions to all prospect meetings.
- Coordinate creating, printing, packaging, and mailing of all marketing and follow up materials to prospects.
- Prepare proposals as needed.
- Report on campaign progress on a regular basis including updating campaign timetable.
- Oversee acknowledgement of commitments via telephone and letter.
- Have regular correspondence with prospects via telephone, email, and letters.
- Assemble materials for Foundation events or other speaking engagements as appropriate.
- Manage expenses related to the program.

Qualifications:

- Intermediate to Expert knowledge with Microsoft Office Package, including but not limited to: Outlook, Word, Publisher, and Excel programs.
- Database management experience helpful but not necessary,
- Must be able to multi-task and re-arrange priorities when necessary.
- Strong writing skills.
- Excellent sense of customer service.
- Exceptional and proven organization skills.

Please send cover letter, resume, salary requirement, references and writing samples to:

Greg Sindelar
Texas Public Policy Foundation
administration@texaspolicy.com

The Texas Public Policy Foundation is a non-profit, non-partisan research institute offering competitive salaries and benefits to qualified candidates.

About the Texas Public Policy Foundation

The Texas Public Policy Foundation is a 501(c)3 non-profit, non-partisan research institute guided by the core principles of individual liberty, personal responsibility, private property rights, free markets, and limited government.

The Foundation's mission is to improve Texas by generating academically sound research and data on state issues, and by recommending the findings to opinion leaders, policymakers, the media, and general public.

Funded by hundreds of individuals, foundations, and corporations, the Foundation does not accept government funds or contributions to influence the outcomes of its research. The Foundation is led by a Board of Directors chaired by Dr. Wendy Lee Gramm, President & CEO, Brooke Rollins and Executive Director, The Honorable Arlene Wohlgemuth.

A few quotes about the Foundation:

"I commend the Texas Public Policy Foundation for its excellent work in support of personal liberty and free markets." – **Milton Friedman**

"TPPF has been very, very important to Texas, in providing... conservatives with the intellectual capital to make change." – **Railroad Commissioner Michael Williams**

"The Texas Public Policy Foundation has brought together specific proposals by some of the nation's best authorities on the most important issues facing our states..." – **Ronald Reagan**

"TPPF offers real solutions for real Texans." – **Governor Rick Perry**

"More than a think tank for Texas, the Texas Public Policy Foundation is setting the standard by which other research organizations in the nation will be judged." – **John Fund, Wall Street Journal editorial writer**

The Foundation's Board of Directors consists of:

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For more information about the Foundation, please visit www.texaspolicy.com.