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## Capital Campaign Director Resume

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### Job Objective

To secure a position as Capital Campaign Director with an experienced organization and bring my knowledge to the table to better everyone involved.

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### Highlights of Qualifications:

- Remarkable experience in direct fundraising and Capital Campaign
  - Extensive knowledge of fund raising principles, methods and techniques
  - Sound knowledge of local and national funding sources
  - Proficient with Microsoft Office Suite (Word, Excel, Outlook) and research programs (Wealth Engine)
  - Skilled in fund-raising in a large, complex, multi-national non-profit setting
  - Proven ability to increase volunteer participation and partnership
  - Willingness to work weekends, evenings, and holidays
  - Excellent time management and analytical skills
  - Superior project management and organizational skills
  - Strong communication and interpersonal skills
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### Professional Experience:

Capital Campaign Director, August 2005 – Present  
Capital Pride, Moorpark, CA

- Established central committee of volunteers to assist with administrative tasks.
- Developed campaign plan and timeline.
- Prepared campaign budget, including possible in-kind donations of items and services.
- Developed message and theme for the campaign.
- Created campaign case statement(s), including writing and design.
- Conducted prospect research and identified key individuals, corporations, foundations, city, state and federal support.

Capital Campaign Director, May 2000 – July 2005  
Arthur Middleton Capital Holdings, Moorpark, CA

- Trained board advisors and group to promote and seek hand-outs.
  - Participated in cultivation, solicitation and stewardship efforts.
  - Collaborated with elected officials regarding funds.
  - Maintained and updated website current and developed an outreach strategy using social networking sites.
  - Conducted research of local, state, and federal grant resources and solicit grant applications.
  - Developed and prepared capital campaign grant proposals.
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### Education:

Bachelor's Degree in Public Relations, Arcadia University, Glenside, PA

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