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## Capital Campaign Manager Resume

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### Job Objective

Respected Capital Campaign Manager seeks position where my skills would be used for the betterment of the company and its employees.

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### Highlights of Qualifications:

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- Exceptional experience in various sales and fundraising activities and generated new sales process
  - Deep knowledge of internet programs such as Gmail and Google Groups
  - Sound knowledge of all MS Office applications
  - Ability to manage multiple projects in changing environment
  - Ability to maintain confidentiality of all information
  - Excellent communication skills in both oral and written forms
  - Ability to identify and resolve all issues within required timeframe
  - Proficient in using all tools and resources efficiently
  - Solid understanding of work schedule
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### Professional Experience:

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Capital Campaign Manager  
Key Resource Group, Omaha, NE  
October 2008 – Present

- Coordinated with various teams to manage capital campaign and implement all processes.
- Participated in campaign committees and prepare progress reports for same.
- Administered campaign plan and implemented associated activities.
- Managed and executed calendar for all meetings in collaboration with various groups.
- Designed efficient system to track campaign success and prepared all progress reports.
- Collaborated with development team to maintain all key donor data for various activities.
- Maintained multiyear payment schedule and prepared follow up process for all processes.
- Facilitated and participated in all corporate events in campus.

Fundraising Coordinator  
Janus Developmental Services, Inc., Omaha, NE  
August 2003 – September 2008

- Participated in company fundraising program and multi task various projects at one given time.
- Facilitated ways to maximize all fund development activities and participated in associated networking events.
- Managed efficient communication plan to achieve all company objectives.
- Developed and maintained effective relationship with all sponsors and families.
- Provided information on organization fundraising events and responded to queries.
- Developed all fundraising strategies and prepared budgets.

Fundraising Assistant  
Jones Networking, Omaha, NE  
May 1998 – July 2003

- Maintained all donation data and ensured accuracy in coordination with DC Accountant.
  - Administered all income and grant records and organized as per requirement.
  - Supervised sending of all greeting cards to donors of fundraising campaigns.
  - Designed all resources for group programs in partnership with various departments.
  - Prepared and maintained calendar for all grant related issues and dates.
  - Provided training for various fundraising activities and participated in associated events.
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### Education:

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Bachelor's Degree in Business  
Gordon College, Barnesville, GA

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