



## Job Posting – Jamaica Plain

**Job Title:** Campaign Manager

**FLSA Status:** Exempt

**Labor Status:** Non-union

**Salary Range:** \$75,000 - \$85,000

Community Servings' mission is to actively engage the community to provide medically tailored, nutritious, scratch-made meals to chronically and critically ill individuals and their families. In addition, we are committed to prioritizing racial and economic justice and health equity in all our programs and business practices.

We are a dynamic and fast-growing agency at the forefront of the "Food is Medicine" field, providing over 1M medically tailored meals annually to clients and their families experiencing illness and food insecurity in Massachusetts and Rhode Island. In addition, our work strongly focuses on supporting the regional local food system, delivering high-quality nutrition education to the community, and hosting an on-site food-service workforce development program. Over the past 34 years, the agency has provided 13M+ free, scratch-made meals.

As the Campaign Manager at Community Servings, you'll join a dedicated team of development professionals as we embark on this transformative fundraising initiative. Your leadership and coordination will help us meet our campaign goal, ensuring the future success of the organization and its bold strategic plan.

The Campaign Manager will be responsible for the execution and coordination of Community Servings' capital campaign, developed in partnership with CCS Fundraising. This role is both strategic and tactical, requiring a collaborative leader who can drive campaign momentum, deepen donor engagement, and ensure operational excellence. You will work closely with internal teams, Board members, volunteers, and external partners to meet ambitious fundraising goals and advance our mission.

The ideal candidate is a strategic and results-driven fundraising professional with experience in managing major gift initiatives, campaigns, and cultivating major donors. They are highly organized, collaborative, and skilled at building relationships with diverse stakeholders, including Board members, volunteers, foundation & corporate leaders, and high-level donors. This person is goal driven, thrives in a fast-paced environment, demonstrates exceptional communication and project management skills, and brings



creativity to donor engagement and stewardship strategies. A passion for Community Servings' mission and a commitment to advancing health equity through philanthropy are essential.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

**Campaign Leadership:**

- Participate in the implementation and daily management of the campaign, guiding all phases from leadership and major gifts through the public launch and successful completion.
- Foster a disciplined, goal-oriented campaign environment grounded in fundraising best practices, with clear benchmarks and accountability.

**Strategy & Execution**

- Develop and execute tailored cultivation and solicitation strategies for individual donors, corporations & foundations, and other key stakeholders.
- Establish solicitation priorities and support staff, Board members, and volunteers in donor engagement and solicitations.

**Prospect Management**

- Oversee prospect research and develop detailed donor profiles and solicitation strategies.
- Manage a comprehensive donor pipeline and organize regular review meetings with frontline fundraisers to ensure consistent progress.

**Campaign Operations**

- Maintain key campaign tools, including annotated gift tables, recognition opportunities, and funding priorities.
- Provide timely campaign updates, performance metrics, and strategic analysis to leadership and campaign committees.
- Responsible for planning and executing campaign cultivation and recognition events in collaboration with the Major Gift and Events Donor Engagement teams.

**Donor Stewardship & Communications**

- Ensure timely and meaningful donor acknowledgments,

- pledge reminders, and stewardship.
- In coordination with the Director of Communications, draft and manage donor communications, including letters, emails, briefings, and campaign-related materials.

### **Marketing & Collateral Development**

- Oversee the creation and production of campaign print and digital collateral in partnership with marketing and communications staff.
- In coordination with the Communications Team, produce campaign reports, brochures, and other communications as needed.

### **Team Leadership & Culture**

- Contribute to the leadership of a high-performing Development team and help foster a strong, organization-wide culture of philanthropy.

### **Qualifications/Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proven ability to manage campaign budgets, donor pipelines, and high-quality donor-facing materials.
- Skilled in using CRM databases (Salesforce preferred) for moves management and campaign reporting.
- Strong written and verbal communication skills, with experience crafting compelling donor communications and campaign collateral.
- Demonstrated strategic and critical thinking skills, with the ability to analyze complex information, anticipate challenges, and develop innovative solutions that advance campaign goals.
- Strong interpersonal skills and ability to collaborate with Board members, donors, volunteers, staff, and consultants.
- Highly organized and deadline-driven, with the ability to manage multiple priorities and projects.
- Proficient in Microsoft Office and web-based tools.
- Demonstrated integrity, discretion, and commitment to donor stewardship.
- Self-motivated, adaptable, and team-oriented, with a passion for Community Servings' mission.

**Education/Experience:**

- Bachelor's degree required; advanced degree or CFRE certification preferred.
- Minimum 3–5 years of progressive nonprofit fundraising experience, with a strong record in capital campaigns, major gifts, and individual giving.

**Benefits:**

**We offer a complete benefits program including:**

- Medical, Vision Insurance
- Life-, Short- and Long-Term Disability Insurance
- Paid Vacation, Holidays, Sick Time, and Personal Time off
- Flexible Spending account (Medical and Daycare)
- Tuition reimbursement
- 403(b) Retirement Plan
- Free Dental Insurance
- Free daily community lunch
- Free parking

**Location/Work Environment:**

The position will report to the Chief Development Officer and support all members of Community Servings' Development & Communications Department, the Chief Executive Officer, the Board of Directors, and the Campaign Committee. The position will be based out of Community Servings' Jamaica Plains office; thus, the ideal candidate will live within an easily commutable distance of Boston. **This is a hybrid position, with four days in office required.**

**Physical Demands and Special Work Conditions:**

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is routinely sitting for long periods of time.

*Community Servings knows that diversity drives excellence. We are a place where everyone is welcome. We celebrate, promote, and derive strength from a diversity of lived experiences. We actively seek and encourage an inclusive workforce.*



*Community Servings participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. Please refer to the E-Verification Poster (English/Spanish) and Right to Work Poster (English/Spanish) for additional information. If E-Verify cannot confirm that you are authorized to work, Community Servings is required to give you written instructions and an opportunity to contact the Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before any action is taken against you, including terminating your employment. Community Servings can only use E-Verify once you have accepted a job offer and completed Form I-9.*

**All applicants apply for this position on our website:**

<https://www.servings.org/about-us/careers/>