

Campaign Manager – Kesher Israel Capital Campaign

About Kesher Israel

Kesher Israel Congregation is a vibrant Modern Orthodox community in Washington, D.C., with a storied history and a deep commitment to Jewish life. Through the Kesher Forward Capital Campaign, we are raising \$20 million to renovate and integrate our historic buildings, ensuring a modern, secure, and accessible home.

Position Summary

Kesher Israel seeks a detail-oriented, strategic, and highly organized Campaign Manager to oversee the day-to-day execution of the Kesher Forward Capital Campaign. Reporting to XXXX, the Campaign Manager will play a pivotal role in coordinating fundraising operations, managing donor and volunteer engagement, and ensuring the campaign's milestones are met.

This individual will serve as the central hub for campaign activity—tracking progress, supporting leadership and volunteer solicitors, and ensuring that communications, stewardship, and events are executed at the highest level.

Key Responsibilities

Campaign Operations & Project Management

- Develop and manage the campaign workplan and master checklist, ensuring all phases (quiet phase, public phase, construction, stewardship) progress on schedule.
- Maintain campaign dashboard, pledge tracking, and reporting systems; coordinate with finance on pledge payment schedules.
- Manage campaign budget, vendor relationships, and consultant deliverables.

Donor & Prospect Management

- Build and maintain the campaign prospect list, ensuring proper tracking of the Top 20 prospects and next 50.
- Support cultivation and solicitation strategies, including scheduling donor meetings, preparing briefing memos, and drafting acknowledgment and stewardship materials.

- Coordinate production of campaign collateral (case for giving, pledge forms, naming opportunities, PowerPoint, one-pagers, videos).

Volunteer & Leadership Engagement

- Provide direct support to the Campaign Committee and Keshet Israel Board in their campaign roles.
- Achieve and track board participation, including outreach to past board members.

Events & Community Engagement

- Manage logistics for campaign-related events including parlor meetings, kickoff celebrations, groundbreaking, ribbon-cutting, and donor appreciation gatherings.
- Support alumni and community engagement strategies, including targeted communications and regional events.

Communications & Stewardship

- Coordinate the creation and maintenance of the campaign brand and website.
- Oversee the campaign communications calendar (social media, newsletters, PR, updates to donors).
- Ensure stewardship touches, recognition signage, and ongoing donor communications are timely and meaningful.

Qualifications

- 3–5 years of professional experience in fundraising, project management, or related nonprofit work; capital campaign experience strongly preferred.
- Strong organizational and project management skills with the ability to manage multiple deadlines and stakeholders.
- Excellent written and verbal communication skills, with attention to detail and the ability to draft donor-facing materials.
- Comfort working with donor databases/CRM systems, Microsoft Office, and Google Workspace.
- Ability to work independently while serving as a collaborative partner to staff, lay leaders, and consultants.
- Passion for Jewish community building and alignment with Keshet Israel's mission and values.

Compensation & Benefits

- Salary range: \$70,000 – \$90,000, commensurate with experience.
- Benefits include health insurance stipend, paid time off, and professional development opportunities.
- This is a full-time, hybrid on-site/remote position based in Washington, D.C., with some evening and weekend responsibilities tied to campaign events.
- Occasional reimbursed travel may be required, tied to campaign events.