



Title: Campaign Manager

Reports to: Director of Development and Alumni Relations

The Manager reports to the Director of Development, but works closely with staff across the organization, to further AHF's mission and current strategic plan. This position is responsible for assisting in the planning and delivery of Hall's (AHF's) fundraising efforts to ensure donor stewardship and organizational sustainability.

The primary responsibilities of the **Campaign Manager** include:

- Planning and delivery of the Annual Fund Campaign including the direct mail and email reporting/stewardship, solicitations and "call program" both Board members and vested AHF patrons.
 - Collaborating with Marketing on collateral development, mail house timing, donor recognition, website updates and newsletter updates.
 - Collaborate with Data Management on list development.
 - Annually research and add new prospects.
- Planning and delivery of the annual Awards Ceremony Sponsorship campaign.
 - Annually expanding the prospect list, staying current with the industry up-and-comers, employee turnover and prospects related to each year's class of awardees.
 - Collaborate with marketing on collateral development, mail house timing, sponsor recognition, website updates and newsletter updates.
 - Support the events committee
- Portfolio Management:
 - Manage a portfolio of Awards Ceremony sponsor relationships on behalf of the Hall.
 - Develop and execute a stewardship plan
 - Document touch points in the database.
 - Prepare materials for gift requests.
- The Campaign Manager will also play a facilitating role in the execution of AHF's current Re-Imagination Major Gift Initiative, supporting the development team with research, fact checking, and proofing, along with the management of the Development team's Reporting trackers.
- Assist other team members as needed.

Wage: \$40,000 - \$50,000 - 40 hours/week

AHF Benefits Include: PTO, vacation pay, healthcare and a dedication to supporting our staff in their personal career development.

Duration: Permanent

Skills required: Knowledge of Microsoft Suite and experience using Donor Perfect or other donor database(s). Must possess strong interpersonal skills and display exceptional time-management and organizational skills. Must demonstrate a professional demeanor whether speaking to others in person, over the phone, via email or through letters. Experience with historical research practices and techniques and an added asset. Two -five years' experience in a non-profit fundraising environment preferred.

There is the expectation to have the ability to work flexible hours, including occasional nights and weekends, and be able to display command of the Automotive Hall of Fame's mission, work, and strategic plan in short time.

Conditions: In person position, virtual flexibility available. Will require some travel and events on nights and weekends.

The Automotive Hall of Fame is an Equal Opportunity Employer. Employment opportunities at Automotive Hall of Fame are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, age, veteran status, disability, genetic information, height, weight, marital status, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including but not limited to recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

Automotive Hall of Fame strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Automotive Hall of Fame will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

About the Automotive Hall of Fame

The mission of the Automotive Hall of Fame is to honor and celebrate the accomplishments of individuals in the international motor vehicle industry through awards and educational programs that challenge young and old alike to higher levels of personal achievement.

It began in 1939 as the "Automobile Old Timers" association in New York, NY. Its mission was to perpetuate the memories of the early automotive pioneers. It moved to Washington, DC in 1960, and then Midland, MI in 1971 before moving to its current location in Dearborn, MI in 1997.

The Hall of Fame building is a 25,000 square foot museum with exhibits and information honoring its awardees. The exhibits illustrate major automotive contributions and innovations by

men and women from around the world. Since its founding in 1939, AHF has honored nearly 800 men and women.

The Hall also has a digital presence with a website, blog, emails, and social media that tell stories of the people behind the automotive industry and the vehicles, innovations, and technology that they have influenced. This includes stories, biographies, photo galleries, videos and more that are continuously updated to keep stories fresh and relevant for the visitors.

For more information about the Hall visit our website at: www.automotivehalloffame.org

How to Apply: Please send resume and cover letter to mfourcroy@thedrivingspirit.org