To celebrate 50 years of fighting for social and economic justice, Bet Tzedek will be launching a 3-year, comprehensive fundraising campaign to help ensure Bet Tzedek is here to help low-income Angelenos for the next 50 years. Bet Tzedek seeks a Campaign Manager to provide oversight of this campaign and of the development activities and events that we will deploy to cultivate, engage and expand our donor base and increase contributed income and awareness at all levels. The Campaign Manager will have a particular focus on helping the team organize and implement strategies that expand the following fundraising initiatives: Major Gifts, Legacy/Planning Giving, and other potential new sources of giving.

The Campaign Manager will be a critical member of the development team, working independently while also collaborating closely with the VP of External Affairs, the Individual Giving, Events and Communications teams, senior leadership, and board-level volunteers to ensure that campaign activities are strategic and effective across all of Bet Tzedek’s fundraising streams. Major areas of responsibility include: campaign strategy planning and management; donor cultivation, meeting, and solicitation; campaign events management; and communications and public relations planning.

To succeed in this role, a candidate must be able to work collaboratively as part of a fast-paced team within a dynamic organization and have a keen interest and proven track-record in fundraising. This position has a significant focus on donor relations and strategic thinking, which require proven organizational skills and the ability to successfully manage multiple complex projects simultaneously.

This position is eligible for Bet Tzedek Legal Services’ hybrid/remote workplace designation. While the primary workplace is Bet Tzedek’s offices, at the discretion of the immediate supervisor, the employee may be permitted to work remotely or may be required to work in other locations depending on workload/business obligations.

This temporary position is full-time exempt with a generous benefits package, running through the end of the campaign (currently slated for September 2026). Evening and weekend hours are sometimes required, and you must reside in Southern California. The position offers a flexible work schedule a 37.5-hour work week and a congenial and collaborative team culture.

**ESSENTIAL DUTIES:**

- In collaboration with the VP, External Affairs, help develop and oversee aspects of the campaign, campaign reporting, and campaign communications in support of campaign goals and priorities.
- In collaboration with the development team, help develop and execute a systematic strategic plan to diversify, strengthen, and increase Bet Tzedek’s funding base and develop new sources of funding for both the capital campaign and general operating costs.
- Works with the CEO, VP of External Affairs, and members of the Campaign Committee and Board to cultivate prospects and schedule meetings with prospective donors. Maintain momentum for donor meetings by encouraging proactive outreach by staff and volunteer leadership.
• Manage a personal portfolio of 50-75+ donors including solicitations, cultivation, upgrades, and stewardship activities.
• Prepare materials needed for major donor meetings. Customize materials, keep them updated and organized, and prepare packages of materials for campaign donor meetings. Engages in follow-up from major donor meetings to ensure actions are recorded and implemented.
• Oversee, create, and help execute all elements of campaign related events, including cultivation and public outreach activities, as part of the overall campaign effort.
• Work with the Communications team and external consultants to develop a communication plan for donors and a public relations/communications plan for the general public to keep the campaign visible and to maintain its momentum.
• Collaborate with the Communications team to develop campaign print, web, and social media communications materials.
• Schedule Campaign Committee meetings as needed and ensure all necessary materials are organized and available at meetings. Provide ongoing communications to the Campaign Committee.
• Assist with recruiting, training, and managing campaign volunteers.
• Help manage the campaign budget.
• Work with Development Operations Coordinator to ensure that each campaign gift is credited appropriately in the donor database, noting any on-going pledge payments, reminders and recognition activities.
• Other duties as assigned.

QUALIFICATIONS:

• You have a college degree or equivalent relevant work experience (required).
• You have at least 6 years of development experience (required).
• You are fearless about asking for support of Bet Tzedek. You are excited to share your passion for Bet Tzedek with long-time supporters and brand-new prospects, and you are energized by strategizing the many creative ways in which a donor’s involvement adds value to their life (required).
• You communicate – in writing and speaking – clearly and persuasively. You can explain just about anything to anyone, and you’re comfortable and eloquent communicating face-to-face, on the phone, or in writing (required).
• You are comfortable working with diverse groups of people, and are committed to applying principles of diversity, equity, and inclusion in the performance of your job (required).
• You have a honed set of social skills, high self-awareness, and empathy, all of which makes you a good listener, patient, level-headed and cool under pressure (required). A great sense of humor is also a plus!
• You are a constant learner and easily adapt to changing situations (required).
• You are motivated and driven, proactive in your approach to new challenges, and willing to lend a hand to your colleagues. You take ownership of your own work and are proud of its excellence (required).
• You have a demonstrated commitment to Bet Tzedek’s mission to provide social and economic justice to those who need it most (required).
• You are software savvy and have experience working with Microsoft Office Suite and Blackbaud Raiser’s Edge (strongly preferred)
• You have access to transportation to visit with donors and prospects and are available for occasional work events on weekends and evenings (required).
BENEFITS PACKAGE:
Bet Tzedek offers an excellent benefits package in addition to competitive salaries. These benefits currently include:

- A generous number of paid holidays, vacation, and sick days annually.
- Personal and floating holidays
- Compensatory time for exempt employees.
- 18 weeks of paid parental leave (after 1 year of employment).
- Medical, dental, vision, chiropractic and acupuncture coverage for employees and dependents, with office visit co-pay reimbursement for HMO enrollees.
- Life/accidental death and dismemberment (AD&D) insurance, long-term disability insurance, and Employee Assistance Plan.
- Voluntary (employee-contributed) life/AD&D, accident, critical illness, hospital confinement, and pet insurance.
- Employee-contributed 401(k) plan.
- Employee-contributed 403(b) plan.
- Healthcare and childcare flexible spending accounts.
- Commuter transit and/or parking benefits.

HOW TO APPLY:

- Email letter of interest and resume to betzedeck.C8.D38@applynow.io, subject line: Development Campaign Manager. Resumes submitted without a cover letter will not be considered. Please, no phone calls.

Note: All positions are subject to funding; ongoing funding or employment cannot be assured.

To best serve our communities Bet Tzedek Legal Services seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.