



Campaign Manager (Project-based, 18–24 Months)

The Opportunity

The Washington County Museum of Fine Arts (WCMFA) in Hagerstown, Maryland seeks an organized, detail-oriented Campaign Manager to lead the logistics and administration of the museum's \$20 million capital campaign in support of the creation of a new Education Center. This is a temporary, full-time position expected to run approximately 18–24 months, wrapping up the campaign's quiet phase and successfully launching the public phase of the campaign.

The museum is raising funds to support the creation and construction of a new education center and arts campus. The Campaign Manager will play a critical logistical and administrative role in this effort, working closely with the Executive Director, the Campaign Committee, and the Manager of Development. For more background on the expansion see: [Washington County museum unveils bold expansion with more access, impact - LocalNews1.org](https://www.localnews1.org/story/news/local/2023/03/23/washington-county-museum-unveils-bold-expansion-with-more-access-impact/704844700270001)

The successful candidate will bring excellent organizational and project management skills, close attention to detail, sound judgment in handling confidential donor information, and comfort managing complex schedules, records, and stakeholder communications under time pressure. The Campaign Manager will report to the Executive Director and will coordinate regularly with the Manager of Development to ensure that capital and annual fundraising activities are aligned.

Salary range: \$64,000–80,000, the final offer will be based on experience and internal equity within the organization.

This is a temporary, full-time (min. 35 hours per week) exempt position, expected to run approximately 18–24 months. Weekend work and evening hours are required, particularly around campaign committee meetings and cultivation or public-phase events.

This position is eligible for a flex work schedule (subject to change), with a minimum requirement of three work days in the office each week, and attendance for certain after-hours programs and events. In-office attendance may be required during certain periods, particularly around the campaign's public launch. The museum conducts pre-employment background checks and drug testing as part of our selection process.

WCMFA is an Equal Opportunity Employer committed to fostering a workplace culture of accessibility, inclusion, diversity, and racial equity and urges qualified diverse applicants to apply.

All applications must be accompanied by a cover letter and résumé. Cover letters should be responsive to the responsibilities and qualifications stated in this position description.

Email materials to info@wcmfa.org. Subject line: **Campaign Manager Search**. Application deadline: **August 28**.

About the Washington County Museum of Fine Arts

Founded in 1931, the Washington County Museum of Fine Arts (WCMFA) is a premier regional fine art museum. Accredited by the American Alliance of Museums, and with a collection of more than 8,000 objects, WCMFA is the only fine art museum within a 65 mile radius. Free to the public, the museum has an ambitious schedule of temporary exhibitions, classes, lectures, concerts, and online interpretive programs. The permanent collection has strengths in American art, Old Masters, and art of world cultures. A beloved community resource, located on the lakefront in historic City Park in Hagerstown, Maryland, the museum has served seven generations of local residents, and is considered one of the best small museums in America. The museum is raising funds for an ambitious expansion and has recently completed the schematic design phase of planning.

WCMFA is an equal opportunity employer, committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. The Museum is a private, non-profit 501c3 institution with an annual budget of approximately \$1.7 million.

Job Summary

The Campaign Manager supports the Executive Director and Campaign Committee in administering all logistical and administrative aspects of the museum's capital campaign, including scheduling and staffing campaign meetings, creating agendas and reports, coordinating prospect research and cultivation activities, and working with the Finance department to accurately track, record, and acknowledge campaign pledges and payments. The Campaign Manager plays a central role in moving the campaign from its quiet phase to a successful public launch.

Responsibilities

- Schedule, prepare agendas for, and staff all Campaign Committee meetings; prepare reports and assignment/follow-up lists for committee members.
- Conduct and coordinate prospect research for campaign donors; maintain accurate records of cultivation strategies, solicitations, contact reports, and outcomes.
- Work closely with the Director of Operations & Finance to track campaign pledges and payment schedules, ensure accurate and timely gift entry, and coordinate pledge reminders and acknowledgements.
- Maintain comprehensive campaign records, including donor recognition levels, naming opportunities, and gift agreements.
- Support ongoing development and production of the campaign case for support, proposals, and donor-facing materials, in partnership with the Manager of Development and the Manager of Marketing and Publications.
- Plan and coordinate logistics for campaign cultivation events, donor visits, and recognition events.
- Develop and manage the plan and timeline for transitioning the campaign from its quiet phase to its public phase, including coordinating public announcement events and related communications.
- Provide regular progress reports on campaign metrics (pledges, cash received, prospects in pipeline) to the Executive Director, Campaign Committee, and Board.
- Coordinate with the Manager of Development to ensure capital and annual fundraising activities are appropriately sequenced with shared donors.
- Serve as a liaison between campaign volunteers, committee members, and museum staff.
- Attend regular staff and project meetings as needed to support museum-wide planning around the campaign.

Qualifications

Required

- Bachelor's degree or equivalent combination of education and experience.
- Minimum of 3 years of experience in development, project management, or campaign support, preferably in a nonprofit setting.
- Excellent organizational and project management skills with strong attention to detail.

- Experience with donor database systems (Veeva or Salesforce CRM preferred) and gift or pledge tracking.
- Strong written and verbal communication skills.
- Ability to manage confidential donor information with discretion.

Preferred

- Experience supporting a capital campaign, ideally through a public phase launch.
- Familiarity with museum, arts, or cultural institution fundraising.
- Experience working with volunteer committees and boards.

Physical Requirements

- Mobility to work in an office setting and use office equipment; travel offsite and to different locations; ability to understand printed materials.
- Ability to see, listen, and talk for extended periods in person, over the telephone, and on the computer.
- Visual acuity: color perception, close vision, accurate depth perception, and distance vision.
- Very frequent sitting, standing, and walking.
- Ability to lift up to 15 pounds, pushing and pulling, keyboarding and gripping.