

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE	CAMPAIGN MANAGER
DEPARTMENT	DEVELOPMENT
REPORTS TO	DIRECTOR OF DEVELOPMENT AND EXECUTIVE DIRECTOR

ABOUT USDAN

Usdan Summer Camp for the Arts is a 501(c)3 nonprofit founded in 1968 that provides arts education in a camp setting, where fun, creativity, and learning intermingle freely in the beautiful outdoors. Our goal is to instill in our community a desire and drive to contribute creatively to the world now and for the rest of their lives.

Each summer, teachers and artists – actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists – come together to teach and collaborate with our campers, grades K-12. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY, Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, gain personal independence, and have fun, while developing new skills and techniques in their chosen artforms.

At Usdan Summer Camp for the Arts, our students' safety, growth, and happiness are at the heart of everything we do. We are proud to share that we are officially an ACA Accredited camp – a mark that shows our commitment to the highest standards of student health and safety.

POSITION SUMMARY

Usdan has launched a 3-year comprehensive campaign to fund critical campus improvements, endowment growth, and program enhancements. The Campaign Manager is primarily responsible for keeping the plan, people, data, and dollars moving, partnering closely with senior leadership, a Campaign Executive Committee (CEC), and Development staff to deliver on ambitious goals. This is a highly collaborative, proactive role suited to someone who thrives in complex environments, enjoys working across teams, and is energized by both strategic coordination and on-the-ground engagement.

JOB RESPONSIBILITIES

Project Leadership & Operations

- Manage the integrated campaign workplan, calendar, and budget; support weekly internal team check-ins; track successes, risks, issues, and decisions.
- Support and coordinate campaign committee meetings in partnership with Development leadership and committee chairs.
- Maintain the campaign pipeline, moves management, and records in the CRM; ensure data accuracy, strong documentation and timely next steps.



- Coordinate with external campaign counsel/consultants when applicable; translate recommendations into clear, executable tasks.

Prospect Strategy & Solicitation Support

- Drive prospect research and portfolio assignment; prepare high-quality briefings, proposals, and collateral tailored to donor capacity, interests and readiness.
- Partner with executives, board members, and campaign leaders on cultivation and solicitation meetings; draft talking points, follow-ups, gift agreements, and acknowledgments.
- Shepherd complex gifts (pledges, multi-year commitments, DAFs, stock, corporate/foundation gifts) in collaboration with Finance and Development teams.

Communications & Stewardship

- Manage the campaign narrative and materials, including the case for support, one-pagers, slide decks, FAQs, naming opportunities, impact stories, and updates.
- Produce board and CEC reports and milestone updates; coordinate recognition/naming and stewardship touchpoints.
- Support campaign-related events and on-site engagement, including donor salons, tours, announcements, and groundbreakings; serve as a welcoming, informed, and professional representative of Usdan.
- Be prepared to greet donors and guests, support or lead campus tours, and assist with on-site logistics as a visible part of the campaign team.

Cross-Functional Coordination

- Serve as a key liaison between campaign leadership, committee chairs and members, consultants, and internal teams.
- Work closely with Education and Operations/Facilities to align project scopes, timelines, and budgets with gift opportunities and impact reporting.
- Partner with Marketing on campaign-aligned public moments while maintaining appropriate discretion during quiet and leadership phases.
- Align annual fund and capital activity to protect pipeline health, prevent donor fatigue, and ensure a cohesive donor experience.
- Other duties as assigned.

The above job description is not intended to be an all-inclusive list of duties and standards of the position.

QUALIFICATIONS

- Five or more years of nonprofit development experience, with direct involvement in capital campaigns or major gift programs; education-sector experience and/or arts and culture experience strongly preferred.
- Demonstrated experience supporting campaigns involving five- to seven-figure gifts, from prospect identification through close and stewardship.
- Proven ability to manage complex, multi-stakeholder projects with attention to detail, follow-through, and judgment.
- Exceptional written communication skills; able to produce clear, compelling written materials for donors, Board of Trustees, and other key campaign stakeholders.
- Strong verbal communication skills; able to speak confidently and clearly with donors, volunteers, consultants, and senior leadership.
- Highly organized, proactive, and solutions-oriented; translates strategy into plans, plans into calendars, and calendars into results.
- Proficiency with Microsoft Office; comfort with basic reporting and analytics; familiarity with Bloomerang or similar CRM systems a plus.
- Willingness to work some evenings/weekends for donor meetings and events; valid driver's license for local travel required.
- Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.

HOURS & LOCATIONS

- This position's term would be February 2026 - December 2028, with the possibility of extension for the right candidate.
- March through May
 - Monday-Friday hybrid 2-day in office / 3-day work from home schedule, with flexible shift between the hours of 8am and 6pm.
 - Workdays are at least 8 hours, with the possibility of additional hours based on business needs.
 - The hybrid work schedule is subject to change as business needs evolve. Usdan will endeavor to provide as much advance notice as possible.
- June through August: Monday-Friday in office 5 days per week. During the summer camp season, the day begins at 8am.
- Year round: Some evening and/or weekend work required.

COMPENSATION AND BENEFITS

- \$80,000 yearly salary
- Usdan offers various benefit plans for employees and their families, including, but not limited to medical, dental, vision, retirement, and flexible spending.
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.

PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter.

Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

TO APPLY

- Please apply through our online application: <https://www.usdan.org/employment>
- Cover letter required as well as 2-3 writing samples, preferably related to fundraising or campaigns in particular.
- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.