



CENTER FOR THE ART OF TRANSLATION

Campaign Manager & Major Gifts Officer

JOB SUMMARY

The Center for the Art of Translation (CAT) seeks an experienced fundraising professional to manage our capital campaign and cultivate major gifts. For more than 20 years, CAT has championed literary translation through publishing, educational programming, events, and advocacy. We have recently embarked on an ambitious capital campaign to establish a new arts destination in San Francisco: the first literary center devoted to literature in translation in the U.S., a dedicated space to celebrate our community. We have secured gifts for more than half of our campaign goal, and we are now seeking a passionate relationship-builder to help us fulfill our aspirations. This is an exciting opportunity to shape the future of literary translation in the U.S. and to lift up communities in San Francisco.

Reporting to the Communications & Development Director and working closely with CAT's Executive Director & Publisher, our campaign planning committee, and external campaign counsel, the Campaign Manager & Major Gifts Officer (CMMGO) will drive CAT's capital campaign. The CMMGO will also facilitate organizational fundraising with a focus on building authentic donor relationships and cultivating major gifts, supporting capital campaign fundraising events, and enhancing the major donor components of CAT's event series.

The ideal applicant is an organized, strategic relationship-builder who is inspired by engaging new prospects and nurturing donor relationships. We are seeking someone with a demonstrated ability to work collaboratively across teams and at all levels of an organization to support a positive, inclusive, and strategic culture. We need a quick learner with a willingness to take initiative, solve problems creatively, and respond to change. Although a literary background is not required, experience with fundraising for arts or education nonprofits and a familiarity with Bay Area arts funding is a plus. This is an excellent opportunity to join an ambitious and creative staff of literary professionals at a dynamic moment in our organization's history.

KEY RESPONSIBILITIES

- In coordination with the Communications & Development Director and external campaign counsel, drive implementation of the capital campaign plan, structure, and processes
- Build and maintain a portfolio of current and prospective major donors and develop strategies to identify, qualify, cultivate, solicit, and steward them
- Lead efforts to identify and cultivate corporate, government, and foundation supporters
- Coordinate virtual and in-person meetings to cultivate major donor and prospect relationships and solicit gifts; prepare information for solicitation meetings and ensure follow-up

- Collaborate with Communications & Development Director to develop capital campaign collateral, targeted campaign events, recognition strategies, and tracking and reporting systems
- Ensure that donor and prospect data is recorded and tracked in CAT's donor CRM; track results of campaign activities and prepare regular reports for board and senior management
- Ensure donor acknowledgement, stewardship, and recognition; track stewardship and recognition; design stewardship materials
- Support other fundraising activities as needed

QUALIFICATIONS

- 5-10 years of fundraising experience, with a proven track record of closing significant major gifts
- Excellent interpersonal, written, and verbal communication skills
- Superior project management skills and experience juggling shifting priorities and deadlines
- Prospect research and qualification experience
- Comfort and experience soliciting five-figure and above gifts
- Experience planning and executing donor events
- Proficiency with Microsoft Office, Adobe Creative Suite, Dropbox, etc.
- Experience with Bloomerang or similar donor CRMs
- Commitment to and passion for the Center's mission

JOB LOCATION & REQUIREMENTS

This is a hybrid position based in the San Francisco Bay Area. Applicants can expect a combination of in-office and remote work.

SALARY & BENEFITS

The salary for this position is \$90,000 annually. The Center offers a robust benefits package that includes generous vacation, flexible work schedules, the option of joining a health and dental plan, a flexible spending account, and a retirement plan with 5% matching. This is a full-time, exempt position based in San Francisco.

MORE VOICES: DIVERSITY & INCLUSION AT CAT

At the Center for the Art of Translation, we are dedicated to finding new, overlooked, and underrepresented voices. Diversity, equity, and inclusion are at the heart of this work. Better representation in publishing, events, and education starts with better representation on our staff. We believe we can honor more voices in more ways if our employees come from different backgrounds, and if our community is rooted in inclusion and belonging.

EQUAL OPPORTUNITY

The Center for the Art of Translation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, age, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

HOW TO APPLY

Interested candidates should send a cover letter, and resume to admin@catranslation.org with "Campaign Manager Candidate" in the subject line.

ABOUT THE CENTER FOR THE ART OF TRANSLATION

The Center for the Art of Translation champions literary translation. We are dedicated to finding dazzling new, overlooked, and underrepresented voices, brought into English by the best translators, and to celebrating the art of translation. Our publications, events, and educational programming enrich the library of vital literary works, nurture and promote the work of translators, build audiences for literature in translation, and honor the incredible linguistic and cultural diversity of our schools and our world.

For more information, visit www.catranslation.org.