



P Y O C A
CAMP AND RETREAT CENTER

POSITION: CAPITAL CAMPAIGN MANAGER

STATUS: PAID, PART-TIME, TEMPORARY

Location: Remote with occasional on-site duties at Pyoca Camp and Retreat Center (Brownstown, IN)

Overview: Pyoca Camp and Retreat Center, a 501(c)(3) organization, is seeking a motivated and detail-oriented Part-Time Project Manager (approximately 20 hours/week) to oversee the implementation of recommendations for an upcoming capital campaign. This role involves managing various aspects of the campaign remotely, with occasional on-site visits to ensure smooth execution.

ACCOUNTABILITY: This position is responsible to the Executive Director and will work closely with the Chair of the Campaign Steering Committee

QUALIFICATIONS:

- Strong written communication, time management, and organizational skills – detail-oriented
- Experience in fundraising, project management, or capital campaign management
- High-level computer skills – database administration and website administration preferred; Comfortable with current technology for remote work and communicating in a virtual collaborative setting
- Bachelor's degree; Bachelor's degree in Business, Non-Profit Management, or a related field (preferred)
- Desire to support the mission of Pyoca Camp and Retreat Center
- Flexibility to work independently (remotely) and as part of a team, maintaining regular contact with the team
- Familiar with project management software and tools and experience with donor management platforms, Bloomerang preferred
- Ability to travel to the Pyoca Camp and Retreat Center site occasionally
- Access to a personal computer and phone for remote work.

RESPONSIBILITIES:

- Oversee the strategy, planning, and execution of each phase of the capital campaign following the Campaign Study Final Report. Ensure those efforts are exceptionally executed and support overall resource development strategies.
- Coordinate meetings and support key participants (staff, Steering Committee, volunteers, campers, and donors) in completing stepping goals.
- Ensure gifts are correctly recorded in the donor database, and donors receive appropriate recognition promptly.
- Prepare detailed reports on campaign status for the executive director and Steering Committee.
- Provide support for donor mailings/communications (including email/online) specific to the capital campaign.

- Manage campaign budget and resources, ensuring cost-effectiveness and efficiency.
- Ensure compliance with all relevant regulations and organizational policies.
- Perform occasional on-site duties to oversee specific campaign milestones and events.

Compensation and Benefits:

- This is an hourly, non-exempt paid position, \$25/hr, less applicable taxes.
- Reimbursement for cellular telephone.

Application Process: Interested candidates should submit their resume and a cover letter detailing their relevant experience and why they are interested in this role to Mike Davis, Executive Director, at mike@pyoca.org

Additional Information about Pyoca Camp and Retreat Center: Pyoca welcomes guests and host groups of all sizes, ages, and backgrounds for day events, camps, and overnight retreats. Whether someone is looking to grow deeper in faith, come closer as a community, or build teamwork within their organization, Pyoca is the place for them.

Join us in making a meaningful impact through our capital campaign, and help us continue our mission of serving as a place where all are welcome to explore, grow, rest, and play.

Pyoca Camp and Retreat Center is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.