**Collaborative Capital Campaign Chair Job Description**

This individual ideally will be a well-positioned, respected member of the constituency whose connections and/or associations with major funding sources can result in significant support for the capital campaign, and whose central position within the campaign will provide strength, cohesiveness and stature to the campaign. This person should possess superior executive skills, a high level of commitment to the non-profit world in general, and the campaign in particular. The campaign chair will work in close consultation with the professional campaign staff, and will be afforded extensive backup and support by the campaign staff and project staff. Projected activities and responsibilities of the Chairman include the following:

1. Participate in chairing Campaign Committee meetings.

2. Spearhead the identification and enlistment of additional co-chair(s) and

Committee members and sub-committee members.

3. Take a key role in behind-the-scenes advance gift approaches.

4. Assist in providing strategy and validation for major gift

approaches.

5. Oversee and evaluate campaign progress.

6. Provide insight and pertinent information to the campaign

organization wherever possible.

7. Provide strength at the core of the campaign to assure a well-conceived

and strategically sequenced enlistment and solicitation process.