



PHILANTHROPY OPERATIONS CONSULTANT, STRATEGIC INFORMATION SERVICES

ABOUT CAMPBELL & COMPANY

[Campbell & Company](#) (C&C) is a national consulting firm that serves nonprofit organizations and institutions in all sectors, including education, environment, healthcare, human services, arts and culture, associations and membership organizations, and civic and public affairs. The firm is based in Chicago and Seattle with regional staff in California, Florida, Indiana, Ohio, Maine, Missouri, Texas, and Washington, DC. Our team-based approach enhances our work and is built into our company's structure.

Campbell & Company is a 100 percent employee-owned firm, commonly referred to as an Employee Stock Ownership Plan, or ESOP. Shared ownership gives employees a stake in the firm's goals and supports a culture that fosters shared success through shared responsibility. Over 6,500 firms throughout the United States operate under this model, and the numbers continue to grow. The ESOP creates personal assets for our employees and creates a stronger firm overall. This is an exciting time for Campbell & Company as we emerge from the pandemic and evolve to meet the nonprofit sector's changing needs. We are finalizing a new strategic plan to guide our firm's ongoing growth and priorities.

We work with organizations at critical points in their growth and development, when our expertise and partnership can have a powerful impact. We have four primary service lines: [fundraising](#), [communications](#), [executive search](#), and [strategic information services](#). Our culture of innovation fueled the development of Campbell & Company's first software as a service product, [Beam Insights](#), which aims to address advances in technology to support fundraising. We strive to work in multi-service teams to provide the right balance of expertise, experience, and seniority for each client.

As a firm, we are fully committed to [Diversity, Equity, Inclusion, and Access](#) (DEIA). We have created a framework to strengthen the diversity of our firm, address the ways in which we can be more fully inclusive of people from all backgrounds, and work to build equity in our profession and the nonprofit sector. This framework focuses on our internal talent management, ensuring an inclusive culture, continuous learning, and transparent communication. We are not experts but are getting better every day. Through our consulting partnerships, we have seen firsthand how nonprofit organizations can activate movements and work for justice as they passionately pursue their missions. We also understand that power dynamics between funders, nonprofits, and the communities they serve contribute to many of the same problems we aim to solve, and that we have a responsibility to advance equity within the philanthropic sector.

OUR VALUES

- Inclusion
- Partnership
- Candor
- Rigor
- Integrity
- Creativity

OUR TEAM

- 44 Chicago & Midwest
- 15 Seattle & Northwest
- 6 East Region
- 3 West Region

OUR MISSION

To collaborate and innovate with people who change lives through philanthropic vision and action.

VISIT



THE POSITION

From determining philanthropic potential and identifying the prospects who will help realize it – to providing the tools needed to manage relationships and effectively leverage the power of our clients' resources – the Strategic Information Services (SIS) Division of Campbell & Company puts data to work. As the division expands and increasingly becomes an integral part of each client engagement, we are looking to grow our team by adding this new position to our team of six professionals.

This individual will collaborate with all other members of the team, working especially closely with the Managing and Associate Directors.

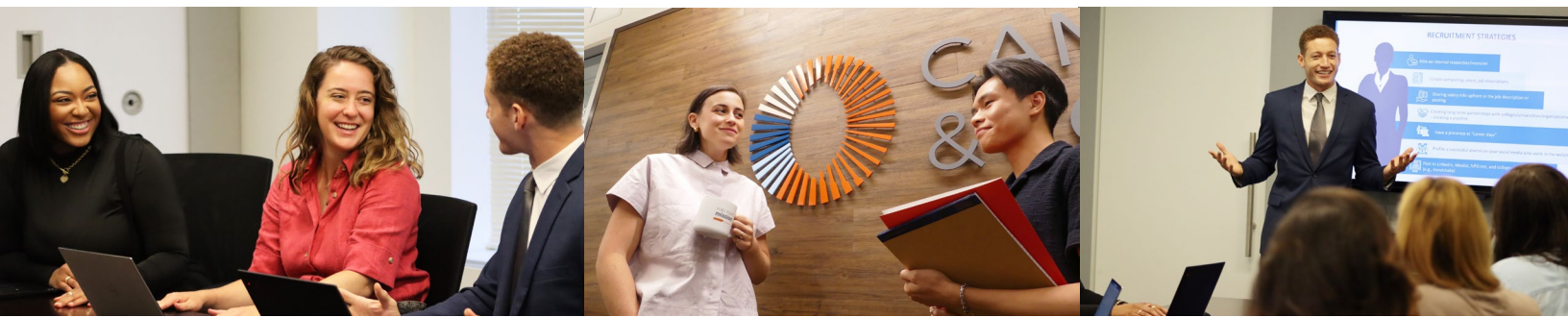
RESPONSIBILITIES

- Research, gather, and review materials for client projects, with specific focus on development operations and prospect management.
- Lead the review, improvement, and documentation of workflows supporting the standard operating procedures of a development operations function (e.g. gift processing and acknowledgment, moves management, constituent data maintenance, and reporting).
- Train client staff on development/advancement services workflows.
- Lead prospect identification projects using prospect research software.
- Keep current on emerging and leading practices to support development operations and prospect management, sharing knowledge with other members of the team.
- Create and manage client work timelines within SIS, coordinating with other project team members to ensure timely completion of deliverables.
- Serve as a point of contact for the SIS team for multi-service projects involving other practice areas.
- Maintain systems and tracking related to the team's use of vendor partners.

QUALIFICATIONS

The SIS team includes some members who are highly technical. While this role does not require advanced analytical skills, it does require analytical thinking and process-driven orientation. The most important skills and abilities for this role are:

- Five to seven years of development/advancement experience including experience in a development/advancement operations function such as prospect research, prospect management, stewardship, or gift processing.
- Strong understanding of development operations processes and/or prospect management processes; familiarity with nonprofit database systems such as Tessitura, Raiser's Edge, etc.



- Experience training staff in development/advancement services processes would be an advantage.
- Strong skills in Microsoft Excel, including formulas and pivot tables.
- Comfort in a fast-paced environment that requires high attention to detail and the ability to manage multiple projects, prioritize and meet deadlines.
- Demonstrated success in complex project management
- High personal and professional integrity that inspires confidence and trust.
- Commitment to delivering high quality services to colleagues and to clients.
- High initiative, energy and ability to be effective independently and as part of a team.
- Ability and willingness to travel as needed.
- Familiarity with wealth screening and prospect research services would be an advantage.
- A bachelor's degree or relevant equivalent work experience is preferred; an advanced degree would be an advantage.

We are currently maintaining a hybrid work environment, with flexibility to work remotely or make use of one of our physical office locations in Chicago, IL and Seattle, WA. We are open to considering candidates based in any location in the US. We value flexibility and safety for our employees and our clients.

COMPENSATION AND BENEFITS

The salary range for this position is \$85,000 - \$90,000 and is bonus eligible. Campbell & Company also offers a generous and comprehensive benefits package.

APPLICATION

To be considered for this opportunity, please send a resume and letter of interest to: OperationsConsultant@CampbellCompany.com. Please note that upon application, you will receive an automated email response with an invitation to complete a short application survey.

Applicants must be authorized to work for any employer in the US. We are unable to sponsor or take over sponsorship of an employment visa at this time.

Campbell & Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. We are proud to partner with nonprofits to advance justice, opportunity, and equity throughout our society and we bring this same commitment to our practices and culture as a company. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

