



POSITION: Campaign Coordinator

DATE: October 1, 2018

REPORTS TO: Executive Director

SUMMARY: The NSCDA seeks a full-time Campaign Coordinator to keep Comprehensive Campaign progressing with a high level of visibility and momentum that engenders a sense of excitement, optimism and confidence in achieving the campaign goal. The Campaign Coordinator is a temporary, one-year term position responsible for managing the day-to-day operations of a \$10million Comprehensive Campaign (currently in its quiet phase) to fund critical capital, programmatic, and endowment initiatives. The Campaign Coordinator supports the Campaign Steering Committee and Executive Director, while coordinating efforts with the consulting Campaign Counsel and internal NSCDA development colleagues. Perform duties on and offsite according to established policies, guidelines, and accepted practices, under the Executive Director's general supervision.

DUTIES:

Donor Cultivation & Solicitation

1. Manage prospect lists and research, develop, and execute targeted cultivation plans and solicitation strategies (in coordination with Campaign Counsel and Executive Director) for a range of prospects. Prepare and provide support to staff, board members, and volunteers for solicitations.
2. Make arrangements for meetings with donors as requested by the Executive Director or Campaign Steering Committee. Support meeting logistics as needed: to include making lunch reservations, coordinating schedules with staff for a tour of the museum, sending confirmation emails, sending any materials to donor or solicitor in advance of meeting, etc.
3. Prepare materials needed for donor meetings: keep materials updated, organized, and customized as appropriate. Prepare packages of materials (print and/or digital) for donor meetings as requested by the Executive Director or soliciting volunteer.
4. Follow up from donor meetings: make sure the donor is thanked and receives materials or follow up action promised at the meeting.
5. Ensure that prospect/donor data is recorded and tracked in electronic/hard copy files.
6. Conduct prospect identification and research.
7. Participate in solicitations as appropriate.

Campaign Steering Committee Support

8. Serve as staff liaison to the Campaign Steering Committee, and subcommittees, including Major Gift Volunteers, Communications, etc.

9. Work with Executive Director, Campaign Counsel, and committee members to schedule committee calls/meetings and make sure that all necessary material is organized and available at the meeting. Attend each meeting and keep accurate notes of action items and assignments.
10. Follow up with staff and committee members/volunteers about assigned action items following meetings and provide support to ensure tasks are completed.
11. Coordinate other meeting follow up and implement any tasks assigned to staff.

Acknowledgment, Recognition, & Communications

12. Ensure that every campaign gift and pledge is managed seamlessly so that the donor is officially thanked within 3 business days of receiving the gift and thanked again by other members of the campaign team. Coordinate with Development Assistant and/or Associate Director of Development to review entries and acknowledgement receipts for accuracy before mailing.
13. Work with the business office to ensure each campaign gift is credited appropriately in the accounting system, noting any on-going pledge payments and reminders.
14. Manage campaign pledge reminders to donors.
15. Maintain an updated list of naming opportunities, and circulate to volunteers regularly to assist with solicitations.
16. Plan and execute campaign events—volunteer thanks, donor cultivation, donor recognition—both coordinated with/at existing NSCDA-DH meetings and independently across the country, in coordination with the Executive Director, Campaign Counsel, and Steering Committee.
17. Manage the writing and development of capital campaign print and electronic collateral materials and coordinate their design and production, in coordination with the Campaign Counsel and Campaign Communications Chair.
18. Work on campaign communications, creating content for NSCDA publications and talking points for NSCDA meetings and the general public/media; integrate campaign milestones into ongoing public relations outreach
19. Plan and execute campaign donor recognition as the campaign approaches conclusion, to include: Campaign Report of Donors, Campaign Donor Plaques, donor gifts, and recognition certificates.

Reporting

20. Manage the capital campaign fundraising budget in concert with the Business Manager.
21. Manage campaign record keeping, evaluate progress towards goals, prepare periodic reports on fundraising and present to Executive Director and Steering Committee.
22. Generate and circulate weekly Campaign Donations Report to Steering Committee.
23. Generate and circulate regular donation reports to soliciting volunteers as appropriate.
24. Recommend revisions to the Campaign Plan, as needed, to meet goals.

25. Comply with The National Society of The Colonial Dames of America Employee Handbook and Institutional Code of Ethics
26. Perform other duties as assigned by the Director of Development and Executive Director.

QUALIFICATIONS:

- High degree of initiative and impeccable attention to detail;
- Strong written and oral communications skills, team-player;
- Experience working with volunteers and/or Board committees; comfort communicating through multiple channels (phone, email, letter);
- Highly organized, with a proven ability to work well under pressure in a fast-paced office environment and ability to manage multiple projects and deadlines; project management experience preferred;
- Diplomacy, ability to maintain high level of poise and professionalism in all circumstances;
- Unquestioned ethics and professional standards;
- Experience working with donor management software;
- Enthusiasm for the preservation/education mission of The National Society;
- Bachelor’s degree, advanced degree or coursework preferred;
- Strength, dexterity, and mobility to perform all duties, including lifting objects, stooping, bending, climbing stairs, and working in tiring and uncomfortable positions.

Coordinating authority with regard to: Development Assistant for campaign gift processing and acknowledgment receipts;
 Associate Director of Development for overall fundraising coordination between the campaign and annual fund/museum memberships/etc.
 All Staff for general campaign support such as meeting presentations, donor tours or cultivation, campaign event attendance/coordination.

Federal Fair Labor Standards Act (with FairPay Rules) status: Exempt.

ACKNOWLEDGMENT OF EMPLOYEE HANDBOOK, CODE OF ETHICS, & JOB DESCRIPTION

The Employee has received a copy of The National Society of The Colonial Dames of America (NSCDA) Employee Handbook and acknowledges that they apply in the performance of this job. The Employee has also received a copy of the NSCDA Institutional Code of Ethics and will abide by it.

The NSCDA reserves the right to revise this job description as needed. This job description is neither a written nor implied employment contract. Any employee shall serve at the pleasure or at the will of the employer.

Employee Signature _____ Date _____

Printed Name _____

Exec. Director Sig. _____ Date _____

Printed Name _____