

# **Administrative Coordinator Job Description**

## **Basic Function**

The Administrative Coordinator's primary responsibilities are centered around the "Building Our Future Together" (BOFT) capital campaign. Additional duties are assigned in Database Management and Development Work.

The Administrative Coordinator will coordinate, support and steward relationships with volunteers and donors of the Building Our Future Together campaign. S/He will work directly with the Capital Campaign Chairman and CEO of Family Life. S/He will monitor the campaign's workflow to plan actions and create reports, track and report campaign gifts, and plan campaign focused events.

The ideal candidate will have experience coordinating volunteers and tracking and reporting information through spreadsheets and database. Raiser's Edge NXT training will be provided. This is a part-time position averaging 20 hours per week.

## **Building Our Future Together (BOFT) Administrative Coordinator**

- Monitor campaign activity, support volunteers in their duties, answer questions and facilitate solutions
- Communicate with volunteers using phone, email, and newsletter-style updates
- Assist with planning and implementation of campaign events and strategies
- Acknowledge and record campaign gifts and pledges
- Track and finalize naming and recognition opportunities of the new building
- Create campaign reports
- Collaborate with the Creative Services department to create and distribute campaign materials
- Recruit and train new BOFT volunteers
- Help plan and organize BOFT volunteer meetings and donor cultivation events
- Keep notes and records of meetings

### **I. Database Management and Development Work**

- Research donor information and calculate suggested donation amounts using Raiser's Edge NXT
- Monitor and act upon the suggested Work Center Actions of NXT
- Help plan and implement donor cultivation events
- Various other tasks as assigned

**II. Qualifications:**

- Educational and/or work experience to support the duties of the position
- Exceptional communication and interpersonal skills
- Exceptional organizational, project management, and time management skills
- Competent in Microsoft Office. Database experience preferred.

**III. Personal Qualities:** The Administrative Coordinator will be

- Committed and enthusiastic about Family Life's mission and programs
- Resourceful and flexible with ability to take initiative on goals and exercise independent judgement when appropriate
- Adaptable to change while supporting ministry growth and process improvement
- Task-oriented and adept at prioritizing and planning multiple tasks in an organized fashion with focus on follow-through and documentation
- Discrete while managing donor and project data
- Diplomatic and approachable by staff, volunteers and donors alike with temperament to interact with a variety of personalities in a tactful, pleasant, and professional manner
- Emotionally mature with a sense of humor to maintain balance