

JOB DESCRIPTION

Assistant Capital Campaign Coordinator & Events Assistant

I. Capital Campaign Management Team:

A. Events Coordination:

1. Assist with planning all aspects of the capital campaign launch and other campaign events
2. Work with Marketing & Communications to create and distribute invitations, announcements, and other campaign communications to the public

B. Campaign Coordination:

1. Document pipeline and task assignments, track prospects and maintain timelines
2. Acknowledge all campaign gifts and pledges and prepare pledge payment reminders and pledge agreements in coordination with Development Associate
3. Maintain master campaign calendar to maximize cultivation events and keep campaign committee on track
4. Organize and monitor volunteer assignments and follow-up, and assisting in all aspects of volunteer-led events

C. Campaign Database Coordination:

1. Research donor information and Family Life giving history
2. Enter planned asks and other proposal information
3. Enter notes to track conversations and meetings
4. Work with Campaign Coordinator to enter pledges into the system as assigned

D. Campaign Communications

1. Follow up with pledge commitments and past due pledges
2. Work with Development team to ensure that gifts are acknowledged with appropriate recognition and appreciation

II. Family Life Events

- A. Assist with the planning, scheduling, organizing and executing Family Life events including:
 1. Concerts
 2. Retreats
 3. Luncheons
 4. Camps
 5. Dinner Concerts

6. Theatrical Productions
7. Comedy Nights

- B. Be involved in all event related meetings and ensure proper communication with staff regarding event goals, responsibilities, and follow up
- C. Develop and maintain high professional standards and procedures for production of events
- D. Maintain exemplary relationships with caterers, churches, venues, printers and other external vendors and identify appropriate new business and ministry relationships
- E. Assist Events Director by negotiating vendor contracts within strict budgetary parameters
- F. Coordinate with various departments within Family Life to execute events including facilities, A/V, ticket office, IT, graphic design, food service, and others as appropriate
- G. Perform other duties and special projects as assigned

Family Life Ministries, Inc. is an equal opportunity employer.