

Capital Campaign Coordinator Job Description

Basic Function

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

The Capital Campaign Coordinator will use Raiser's Edge NXT database software for capital campaign and development work. The Capital Campaign Coordinator helps steward relationships of Faith Partners and other funders by monitoring and executing NXT Work Center Actions and Opportunities and recording notes in constituent records.

The Capital Campaign Coordinator will meet with donors and help plan donor cultivation events, assist the Director of Development to track foundation gifts and grants, research new and/or changing grant opportunities, and assist with grant proposals.

I. Building Our Future Together (BOFT) Capital Campaign Coordinator

- Monitor campaign activity, support BOFT volunteers in their duties, answer questions and concerns
- Assist with planning and implementation of campaign events and strategies
- Acknowledge and record campaign gifts and pledges
- Create campaign reports
- Track and finalize naming and recognition opportunities
- Communicate with volunteers using phone, email, and newsletter-style updates
- Collaborate with Marketing and Creative Services to create and distribute campaign materials
- Recruit and train new BOFT volunteers
- Help plan and organize BOFT volunteer meetings
- Assign prospective donors and monetary ask points to BOFT volunteers
- Prepare capital campaign reports

II. Database Management

- Research potential donor information and giving history using Raiser's Edge NXT
- Calculate and enter planned Ask amounts for potential donors and other proposal information
- Keep notes and records of meetings in NXT
- Process both hard copy and electronic pledge forms in NXT
- Monitor NXT Work Center Actions and add notes to help manage faith partner relationships and steward donor relationships
- Monitor NXT Work Center Opportunities to foster new relationships and connect supporters of different aspects of Family Life's ministry

III. Development Work

- Document pipeline and task assignments, track prospects, and maintain timelines
- Meet with prospective donors
- Help plan and implement donor cultivation events
- Assist with tracking Foundation gifts and grants
- Assist with writing grant proposals
- Research new and changing grants and foundation funds
- Various other tasks as assigned

IV. 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

V. Personal Qualities: The Capital Campaign Coordinator will be

- Committed and enthusiastic about Family Life's mission and programs
- Resourceful and flexible with ability to take initiative on program 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

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