

Job Description

Position: Campaign Secretary/Assistant

Reports To: Campaign Director

Summary Description: Temporary position assisting our Campaign Director in the organization and implementation of a successful capital campaign.

Schedule/Duration: From the November 2019 to March 2020, 10 to 20 hours per week

Duties:

1. Assists in organizing the campaign office, as needed, arranging for needed office space, furnishings, equipment and supplies and setting up all campaign files, organization and recordkeeping systems.
2. Inputs member and other prospect contact information, past contributions and other key data into our campaign management database and updates these, as needed, throughout the campaign.
3. Attends and assists in the coordination of various volunteer meetings, mails meeting reminders, prepares meeting materials and calls volunteers to ensure maximum attendance.
4. Follows up on and reminds people of all meetings, checks on how they are progressing with their various assignments and contacts, and schedules follow-up meetings with those who were unable to attend.
5. Records and reports on volunteer enlistment assignments and results.
6. Assists with various campaign communications activities including preparing, coordinating or sending mailings to members, volunteers and potential and actual financial contributors, laying out and editing campaign bulletin inserts and newsletters, and various other communications activities and materials.
7. Prepares pledge cards, proposal packets and/or alert letters to prospective contributors.
8. Assists with organizing and attends all cultivation and solicitation activities and events including the preview dinner and/or kickoff event; the creative giving seminars; the prayer vigil; witness, commitment and follow-up weekends; and our final, follow-up phone-a-thon.
9. Records and reports on all solicitation assignments and results.
10. Records and acknowledges all gift commitments and contributions.
11. Prepares and submits various regular progress reports, as needed, including regular gift transmittal and summary reports.
12. Tracks, categorizes and prepares periodic and a final report on campaign expenses.
13. Assists in the preparation of our final report of campaign results and follow-up recommendations.
14. Maintains all campaign records and files including a scrapbook of campaign materials.
15. Assists in closing out the campaign and closing down the campaign office.
16. Performs other duties as needed and required.
17. Maintains a positive tone and attitude at all times, particularly publicly as it pertains to the church, the project and campaign.

Qualifications:

- Computer knowledge and experience in working in a Windows environment (Microsoft Word, Outlook, Access, Excel, and Publisher).
- Typing/word processing speed of 50+ wpm.
- Exceptional phone and personal relations skills.
- Self-starter, capable of working with minimal supervision, anticipating and accomplishing in advance what needs to be done.
- Capable of working a flexible schedule with some evening and weekend hours required.

Compensation: Open and commensurate with experience.