

CAMPAIGN COORDINATOR

The Zeiterion Theatre, a non-profit performing arts center in downtown New Bedford, seeks an enthusiastic professional to support the Capital Campaign. The Campaign Coordinator works closely with the Executive Director, Development Director, and Campaign chairs to help keep the campaign on schedule and progressing with a high level of visibility and momentum that engenders a sense of excitement, optimism and confidence in achieving the campaign goal. This full-time position reports to the Development Director.

ESSENTIAL FUNCTIONS

Donor Work

- Make arrangements for meetings with donors: Work with Development Director and Campaign Leadership to schedule meetings with prospective donors.
Assist the Development Director and other campaign leaders in keeping the momentum for arranging meetings with donors.
Handle meeting responsibilities i.e. lunch reservations, coordinating schedules, confirmation emails, etc.
- Prepare materials needed for donor meetings: the coordinator customizes materials, keeps them updated and organized, prepares package of materials for donor meetings as directed by the Development Director and solicitors.
- Follow up from donor meetings ensuring the donor is thanked appropriately and receives the materials or follow up action promised at the meeting. He/she makes sure that records of the meeting are updated and filed and that follow up actions are noted so they can be acted on in the future.
- Conduct prospect identification and research to identify prospective donors and to gather information about both new prospects and current donors.
- Working with the campaign committee, develop and execute a communication plan for donors.
- Plan and execute small campaign related events.

Campaign Committee Work

- Work with the Development Director and campaign leaders to schedule committee meetings and make sure that all the necessary material is organized and available at the meeting. He/She attends each meeting and keeps accurate notes about what happened, especially noting who agreed to do what actions following the meeting. He/She follows up with each person reminding (and clarifying with) them about what they have agreed to do and provides them whatever they need to get the task done.
- Coordinate other meeting follow up, such as drafting notes for the Development Director and campaign leadership to work with after the meeting.

Gift Acknowledgment and Tracking

- Ensure that every campaign gift and pledge is managed seamlessly so that the donor is officially thanked within 48 hours of receiving the gift and thanked again by other members of the campaign team.
- Make sure that each gift is credited appropriately in the donor database, noting any on-going pledge payments and reminders.
- Maintain an updated list of naming opportunities.

Campaign Reporting and Coordination

- Develop and maintain an accurate report of campaign progress to date.
- Coordinate with the other development staff to make sure that the all contact with campaign donors is coordinated so as not to conflict with the gala committee or the annual fund, or other operating fundraising and volunteer efforts.

Communications and Public Relations Planning

- Assist in developing and executing, with the Campaign leadership and staff, a public relations/communications plan to keep the campaign in the public's eye and to maintain its momentum.

Other

- As a vital member of the Development Team, the successful candidate may also support other Fund Development functions as they intersect with the Capital Campaign.

QUALIFICATIONS

- Bachelor's degree from an accredited college
- Minimum of two years' experience supporting Fund Development efforts for non-profits
- One year or more experience using a development database
- Excellent technical skills and knowledge of online communication and research tools
- Energetic self-starter, able to work independently and as part of a team.
- Excellent written and verbal communications skills, Advanced skill level in Microsoft Office Suite
- Ability to work evening and weekend hours when necessary.
- Must pass a CORI/SORI background check