

Capital Campaign Coordinator

OLV Charities

POSITION SUMMARY:

This position is a 6 – 12 month temporary role that coordinates all facets OLV Charities' capital campaign, maintaining the campaign's schedule and progressing it with a high level of visibility and momentum creating a sense of excitement, optimism and confidence in achieving the goal. Additionally, this role is responsible for entering and scanning donor gift information into the fundraising system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1. Major Donor Solicitation Support** Makes arrangements for meetings with major donors, works with the Director of Major Gifts, Database & Data Analytics Manager and campaign leaders to schedule meetings with prospective donors and OLV staff.
 - Coordinates meeting details, schedules organization tours, makes dinner reservations, communicates with donors
 - Prepares materials needed for major donor meetings and completes action items from major donor meetings, including contacting leadership volunteers
 - Partners with committee to develop and execute communications plan for donors
 - Partners with the Special Events Manager to plan and hold small campaign related events
- 2. Campaign Committee Support** Responsible to schedule and prepare for committee meetings with the Director of Major Gifts, CAO and campaign leaders. Attends meetings and keeps accurate notes about decisions, next steps and required follow up with stakeholders
- 3. Gift Acknowledgment and Tracking**
 - Prints and processes thank you letters and acknowledgment letters within 72 hours
 - Ensures gift is entered into Raisers Edge system with donor's intent and provides any applicable documents
 - Works with the Database & Data Analytics Manager to make sure that each gift is credited appropriately in Raisers Edge, noting any ongoing pledge payments and reminders
 - Maintains an updated list of naming opportunities
- 4. Campaign Reporting and Coordination** Updates campaign reports and ensures current campaign reports are easily accessible

5. **Major Donor Coordination** Works with development staff to ensure contact with campaign donors is coordinated and does not to conflict with other operating fundraising and volunteer efforts, including the gala committee or annual fund

6. **Data Entry and Donor Services Support**

- Handles daily processing of financial gifts that arrive via mail and digital channels in a timely and accurate manner
- Manually add and edit donor provided information into system
- Answer phone calls, emails and donor requests and make outbound calls
- Assist with fulfillment requests and generates acknowledgement letters in a timely and accurate manner

Other duties as assigned

SKILLS

1. Demonstrated project management skills, with a focus on: the ability to manage priorities, meet deadlines, work collaboratively, and utilize time-management skills in a fast-paced environment
2. Ability to interpret data, identify trends and make recommendations that translate into results.
3. Demonstrated database management skills including: accurate record coding, data-entry, generating reports and data security and integrity within the Raisers Edge NXT platform.
4. Strong interpersonal skills with ability to build positive relationships with others and work effectively in a team environment
5. Skilled at providing excellent customer service, assessing needs, providing assistance and solutions proactively.
6. Ability to respond to requests in a timely and professional manner
7. Ability to take initiative and problem solve issues creatively and independently.
8. Possesses strong attention to detail
9. Strong proficiency with Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)
10. Ability to demonstrate OLV Charities' values and mission

EDUCATION AND EXPERIENCE

1. B.A. or B.S. degree in a related field preferred high school diploma or equivalent required
2. Previous work with capital campaigns or major donors preferred
3. 1-2 years of data-entry experience required

4. 1-2 years experience working with a Customer Relationship Management (CRM) system/donor database required
5. Microsoft Office Suite (Word, PowerPoint, Excel, Outlook) required
6. Experience in generating and analyzing database reports on fundraising trends preferred
7. Experience working in a not-for-profit setting preferably with fundraising staff preferred
8. Experience with project management preferred
9. Previous experience in customer service preferred

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter with resume to:

OLV Charities
Human Resources Department
780 Ridge Road; Lackawanna, NY 14218