



**West End Neighborhood House, Inc.
Position Description**

Title: Capital Campaign Coordinator
Duration: Temporary

Program: Administration/Development
Supervisor: Director of Development

1. **Duties and Responsibilities**

- Manage all aspects of West End's Capital Campaign and serve as the central point of contact

Donors and Prospects

- After initial contact/outreach by committee members, executive leadership and volunteers, schedule and confirm meetings with prospects and donors, including email and phone calls to all parties involved
- Assist campaign leadership in maintaining momentum for arranging donor meetings
- Encourage leadership to be proactive in reaching out to donors and prospects
- Liaise with and assist members of West End's Board of Directors, campaign board and advisory board members, donors, volunteers and staff in campaign activities
- Create profiles on prospective donors and current contributors

Marketing and Communications

- Create campaign communications and marketing materials including press releases, fundraising appeal letters, social media and website content
- Prepare materials for campaign and prospect meetings
- Create presentations, thank you cards and campaign videos
- Plan, schedule, confirm and execute campaign-related events, including press conferences
- Ensure and execute prompt follow up (including thank you notes, updated meeting minutes and other materials) after meetings with donors, prospects, campaign committee and sub-committee members

Record Keeping

- Maintain updated records of meetings and donor/prospect interactions and cultivation activities
- Provide updated campaign progress reports for West End's Board Directors, campaign committee and sub-committee members
- Track all prospect and donor information in electronic files in Donor Perfect and ensure they are accurate up-to-date, including notes and activities

Miscellaneous

- Handle logistics such as reserving meeting space, arranging for parking and ordering meals (as needed)
- Other duties as assigned
 - While most duties will be focused on the campaign, overall support of West End's fundraising activities will also be required

2. **Knowledge, Skill and Experience Required:**

- Bachelor's Degree, preferably in fundraising, public relations, project management or a related field or equivalent experience
- Working knowledge of Donor Perfect online or similar database
- Two or more years of experience in project management/administrative roles
- Two or more years of experience work in development/fundraising
- Previous capital campaign experience preferred but not required
- Experience with public relations, media, communications, journalism and/or graphic design
- Understanding of the challenges faced by reporters, news outlets and media and how best to communicate/build relationships with them

3. **Essential Qualities**

- Excellent oral and written communication skills
- Ability to multi-task and manage multiple competing deadlines in a fast-paced environment
- Proactive, self-directed and able to work with minimal supervision
- Attention to detail, sense of urgency and grit

4. **Time Commitment**

- Full-time, hourly
- Non-exempt

5. **Working Environment**

- Combination of on-site and remote activities

How to Apply: Applicants must submit a letter of interest highlighting relevant professional accomplishments, a current resume, the names and contact information of at least three professional references and salary requirements. Please apply by sending requested documents to wdavis@westendnh.org. No calls please.