

Job Title: 2020 Campaign Assistant—Civic Development Corporation
Reports to: Executive Director

This is a temporary position starting April 1, 2019 and continuing through September 30, 2020. This position is subject to a mid-term (January 2020) evaluation to determine if employment shall continue.

Under the direction of the Executive Director, the Campaign Assistant provides administrative support for the planning, organization and implementation of the multi-year fundraising capital campaign. The Campaign Assistant will be responsible for the work associated with the capital campaign as well as the administrative office work and serve as a point of entry for communication and coordination between the Executive Director and the Campaign Cabinet along with volunteers.

Essential Duties and Responsibilities

- Provides wide assortment of administrative support for Executive Director.
- Schedules and maintains calendar of appointments, meetings, employee campaigns and coordinates related arrangements.
- Organizes and maintains filing and retention of both paper and electronic pledge forms.
- Ensures pledge forms are completed and added to eTap (Blackbaud Donor Software).
- Organizes payroll groups/helps facilitate payroll deductions/pay pal, etc.
- Schedules and handles administrative details for campaign-related events including sending invitations, tracking RSVP's and proper recognition.
- Schedules and handles administrative details for committee and volunteer meetings; proactive calendar management.
- Prepares solicitation materials, pledge forms, and packets for donor meetings.
- Assists with stewardship activities as directed such as: Ordering/delivering snacks and refreshments, sending thank you notes, special mailings, etc.
- Assembles campaign bulk mailings
- Maintains email addresses for mail chimp
- Emails weekly (if deemed necessary) campaign reports/updates
- Assists with the preparation of campaign press releases for newspapers, newsletters and radio.
- Assist Events Planning. Be responsible for invitations and tracking of attendees, preparing nametags.
- As directed, facilitate with YOUTH LEADERSHIP, philanthropy groups, and campaign volunteers to invite them to participate in campaign activities and awareness.

Other Duties and Responsibilities

- Update Facebook, Twitter and LinkedIn as needed. Comment or Reply as needed.
- Assist with interviews as appropriate for media.
- Help create campaign video as marketing tool.
- Visit campaign sites to obtain quotes videos and pictures for social media. Ensure consent forms are signed.
- Use analytics to post at most appropriate times. Invite new followers to pages based on likes.
- As directed, may be required to make presentations/address groups.
- Strong verbal and interpersonal communications skills.
- Experience working with high level donors in confidential manner.

Contact

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