

**City Honors/Fosdick Masten Park Foundation**  
**DEVELOPMENT/CAMPAIGN COORDINATOR**

Applications requested by June 1, 2018

**Job Title:** Campaign Coordinator  
**Reports to:** Foundation Board Chair

**Job Summary**

Campaign Coordinator, [City Honors/Fosdick Masten Park Foundation](#)'s first and sole professional development position, will report to the Foundation Board Chair with a dotted line to the Principal and Campaign Chair. Ultimately, he or she works directly with the key volunteers for seamless implementation of the capital campaign to raise funds to [“Restore Our Field”](#) – the former athletic field in front of the school building

The Coordinator is the resource for providing information; for scheduling and setting up and following up regular campaign meetings and campaign visits; for campaign events, presentations, information sessions, solicitations, and stewardship. The Coordinator integrates campaign-related data to the development office database, and provides progress reports to leadership. Most importantly, the Coordinator is a resource to campaign volunteers in coordinating donor prospect research, strategy-setting, cultivation and solicitation. The Coordinator originates written materials in support of campaigning.

**Job Duties and Responsibilities**

- Manage the database of prospects and the campaign committee, and staff and volunteer prospect “assignments (currently maintained in NetSuite financial system and Excel)
- Coordinate calendars for breakfasts, lunches, dinners, event attendance, meetings and events that educate and cultivate prospects or that ask for gifts.
- Coordinate the involvement of key volunteers and school personnel who participate in fund raising cultivation and solicitation.
- Arrange scheduling for on-site donor cultivation and tours.
- Arrange travel for visits off-site.
- Prepare folders of print materials and video/audio materials for meetings, calls
- Conduct research on potential prospects
- Prepare briefing sheets for volunteers and staff in advance of prospect meetings.
- Follow-up to identify “next steps” and to create letters, notes, emails, or help with proposals, immediately after individual meetings.
- Help with the logistics, invitations, and arrangements for campaign events.
- Confirm commitments made and help secure pledge forms.
- Institute pledge payment reminders.
- Identify critical deadlines for potential foundation and corporate donors and support preparation of proposals when needed.
- Prepare monthly reports that serve as a “tickler” system regarding assignments to Campaign Committee members for solicitation or follow up; and progress reports that track commitments toward goal.
- Create a blast email communications bulletin for volunteers and lead donors.
- Author a periodic Campaign Bulletin and mail or email it to prospects and donors.
- Post to Facebook, and related social media, and on web pages important Campaign news and progress.
- Provide additional information reports as needed.
- Participate in department and campaign committee meetings as needed.

**Job Requirements**

- Strong communication, interpersonal and writing skills
- Knowledge of, preferably experience in, development or major donor fund raising
- Computer and database management skills
- Strong organizational skills
- Detail-orientation
- Training and experience in collaborative work environments.

**Candidate Qualifications**

- Resourceful in search for information utilizing electronic databases, software and volunteer (inter-personal) sources
- Facility with social media platforms
- Ability to work independently as well as collaboratively with co-workers
- Understanding of, and ability to work with, volunteers
- Capacity to handle multiple tasks and changing day-to-day activity
- Knowledge of the Western New York community, desirable
- Willingness to “pitch in” as team player

**Minimum Requirements:**

- Associate’s or four-year college degree
- 3 to 5 years of experience in fund raising, financial services or customer relations
- Experience in online research and database management.

**Position Details:**

The position is a part-time (20 hours/week) grant-funded position, with somewhat flexible hours. We would like someone that could work onsite at the school at least 10 hours/week, on average.

**To apply:**

Please submit a cover letter and resume to Stephanie Argentine, Capital Campaign Chair at [stephanie@solveand.com](mailto:stephanie@solveand.com). Although there is no application deadline, we would like to have reviewed resumes and identified potential candidates to interview by June 1. If you have any questions, please feel free to call Stephanie at 716-417-8099.