



Grand Rapids African American Museum and Archives
 87 Monroe Center NW Grand Rapids, 49503

Job Title:	Project Coordinator / Campaign Coordinator	Position Type:	Hourly, part-time
Department/Group:	Fund Development; Reports to Executive Director	Education Required:	Associate degree; Bachelor's preferred
Location:	87 Monroe Center NW	Travel Required:	Intermittent local travel
Level/Salary Range:	30,000 – 33,000	Skills Required:	Microsoft Office, Email, Internet
Date posted:	July 1, 2022	Skills Preferred:	Social Media, [Donor Database]

E-mail: graamamuseum@gmail.com **Subject Line:** Campaign Coordinator Position

Mail: Mr. George Bayard Contact: GRAAMA 87 Monroe Center NW Grand Rapids, MI 49503

General Summary

The Campaign Coordinator is responsible for executing the day-to-day operations of all capital campaign activities. This position works in close collaboration with the Board, Executive Director, and Volunteers. Office-based part-time professional office position, averaging 20 hours per week with occasional night/weekend hours.

Essential Functions include (but are not limited to):

- Coordinate campaign fundraising activities for volunteers and staff
- Create all materials related to internal planning sessions including agendas, reports, budget updates, campaign updates, letters (solicitation and recruitment of campaign leadership)
- Oversee the creation of all campaign materials (brochures, stationery, pledge forms, etc.)
- Provide support/ follow-up / reminders to fundraising leadership committee
- Manage volunteer leadership communications, solicitations, and cabinet meetings
- Coordinate prospect lists and manage donation documentation and ongoing updates
- Manage gift acknowledgement, data, and donor and volunteer correspondence with other staff
- Coordinate campaign events including logistics, committee recruitment and management
- Coordinate and assist in the development of communication pieces, particularly e-blasts and social media
- Maintain organizational data in the donor database with consistency and attention to detail for all donor and gift entries. Manage database operations including data entry, gift recording and acknowledgments, gift reporting, and regular data hygiene.

Qualifications:

- Bachelor's degree and proven fund development and capital campaign experience preferred
- Experience working with high-level volunteers in a fund development setting
- Demonstrated ability to handle donor interest and personal information with tact and sensitivity, in a confidential manner
- Ability to work collaboratively in a team environment, with a strong customer service orientation, excellent organizational skills, with accuracy and attention to detail
- Working knowledge of Microsoft Office, donor database software, social media tools, and comfort with technology
- Professional presentation, with excellent verbal, written, and interpersonal communication skills, and an energetic and engaging personality
- Ability to set and meet realistic goals, establish work priorities, organize people and materials to reach goals, handle pressure well, and evaluate and report results
- Ability to multi-task while handling work expectations including telephone, basic office machines, reading, writing, typing, computer/data entry, and some travel

Approved By:	George Bayard	Date:	6/30/22
Last Updated By:		Date:	

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified, and may change at the discretion of the incumbent's manager/supervisor.