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# Job Description

**Capital Campaign Coordinator**

Full time

## Working relationships

**Direct Supervisor:** President & CEO

**Task Supervisor:** Vice President of Strategic Initiatives & Development

**Board Committee(s):** N/A

**Collaborates with:** Capital Campaign Cabinet, Executive Leadership Team

## Position summary

The Capital Campaign Coordinator executes administrative support of capital campaign initiatives, internal events, major giving, and third-party events for the Lighthouse of Broward for the Blind & Visually Impaired (LHOB). The Coordinator applies exceptional organizational and database management skills to ensure details are captured accurately for all activities. Interacting with donors and volunteers respectfully and professionally in person, by phone, and in writing are regular expectations. The coordinator works closely with all LHOB staff to execute the operational and strategic plans of the Capital Campaign Committee and is a team player with a donor centric approach.

## Responsibilities

**Administration of capital campaign office**

* Provide support to the Capital Campaign Manager and maintain effective day-to-day administration of the capital campaign office which includes scheduling meetings, providing administrative support, and other duties as required
* Greet guests and process donations at the capital campaign office
* Respond to inquiries from donors and others in person, on the phone, and/or in writing
* Assist with planning and executing campaign events including onsite meetings and visits, confirming participants and guests, arranging for parking, greeting, catering, tour planning, and follow-up
* Participate in stewardship activities including phone calls to donors
* Prepare and print various types of correspondence; fold and stuff envelopes for mailings
* Assist with other responsibilities as assigned by supervisors

## Event coordination

* Identify third party event opportunities in Broward County
* Manage and support third party events; this may include preparation, set-up, supporting event execution and tear-down
* Public speaking and presentations as required
* Support all logistical details associated with engagement, solicitation or stewardship events in support of LHOB; this may include compiling invitation lists, preparing briefing packages, obtaining donor awards or plaques, securing venues and catering, and executing post- event follow up
* Liaise with the database specialist to ensure all event specific information is recorded in Bloomerang software

## Communications

* Collaborate with the communications and marketing team to ensure promotion of LHOB and third party events on appropriate social media and other social media channels

## Volunteer management

* Act as the primary contact for volunteers wanting to support LHOB activities
* Collect information on volunteers’ abilities and skills
* Maintain a schedule of opportunities to plan ahead for volunteer needs
* Schedule volunteer activity including assigning responsibilities to volunteers for special events
* Maintain communication to keep volunteers up to date on opportunities and progress of LHOB

## Core competencies

* Communication *(Clear verbal & written communication/Effective listening)*
* Interpersonal skills *(Social sensitivity/Approachability/Building and maintaining relationships)*
* Teamwork *(Sharing information freely/Asking for help/Flexibility to pitch in)*
* Open-mindedness *(Open to others’ ways of approaching situations/Works with shared agendas)*
* Accountability *(Follows through on responsibilities and commitments/Reliable and dependent)*
* Confidentiality *(Maintains details appropriately/Shares sensitive information with appropriate parties)*
* Creative Thinking *(Sees opportunities for new ways of working/Brings a fresh perspective and identifies unorthodox approaches to situations)*
* Daring *(Comfortable taking risks and trying new things/Being a self-starter and initiating activities/Challenges the status quo)*

## Required skills & experience

* Basic understanding of various components of a comprehensive fund development program; capital campaign experience preferred
* Experience with event production from initial planning through execution and strategic post- event follow up
* A high level of organizational ability, attention to detail, and ability to manage tight timelines
* A donor service orientation demonstrated by the ability to anticipate, understand and respond to the needs and expectation of donors
* Experience writing grant applications
* Experience writing and editing reports or documents including focus on grammar and punctuation
* Strong knowledge of Microsoft Office programs
* Strong written and verbal skills
* Experience with Raiser’s Edge data system an asset
* Minimum three years’ experience in a related work environment

## Qualifications & education

* Bachelor’s Degree in Marketing, Communications, Fundraising, or Nonprofit Management or equivalent experience
* Involvement in the Association of Donor Relations Professionals (ADRP), Association of Fundraising Professionals (AFP) or or a similar professional organization an asset

## Working Environment

* 7.5 hr workday – 37.5 hr work week
* Position based out of LHOB headquarters
* Evening and weekend work required at times for special events and presentations
* Valid Driver’s licence and access to a vehicle required to travel to occasional meetings, events and presentations
* Ability to pass both a criminal background and drug testing.

## Compensation & Benfits

* Salary Range: $45,000 - $55,000
* Benefits include health and dental insurance, vision plan, life insurance, short-term and long-term disability, Colonial supplemental insurance, 403(b) up to 3% matching retirement plan, tuition reimbursement, 11 national holidays off, Vacation time up to 20 days, Sick time up to 20 days off;
* 7.5 hr workday – 37.5 hr work week
* On-site/remote hybrid schedule available
* Position based in the LHOB headquarters
* Evening and weekend work required at times for special events and presentations
* Valid Driver’s licence and access to a vehicle required to travel to occasional meetings, events and presentations
* Ability to pass both a criminal background and drug testing.

## To apply

Please forward your cover letter and resume to Jillian Gonzalez at [jgonzalez@lhob.org](mailto:jgonzalez@lhob.org) The position will remain open until the successful candidate is found. We thank all applicants for their interest however only those shortlisted will be contacted. To learn more about LHOB, please visit us at [www.lhob.org](http://www.lhob.org).