

Campaign Coordinator

Department: Development
Reports To: Chief Advancement Officer
FLSA Status: Exempt

The Campaign Coordinator is responsible for coordinating the administrative duties of the capital fundraising campaign for the Dallas Holocaust Museum/Center for Education and Tolerance (DHM). The DHM is in the midst of a major campaign to build a new Museum. Essential functions include administrative support of the campaign including, but not limited to: scheduling meetings, preparing research and materials for donor visits and campaign meetings, maintenance of donor database, tracking donor moves and next steps, managing pledge commitments and payment schedules, administrative stewardship of donors including thank you notes and planning/executing donor events. Logistical coordination, teamwork, flexibility, documentation and record keeping are key components of this position. The Campaign Coordinator works closely with the President and CEO, Chief Advancement Officer (CAO), Capital Campaign Committee and with all staff in a dynamic team environment.

JOB RESPONSIBILITIES

Record incoming pledges, gifts, events, action items, and notes in donor database, and maintain database on a daily basis;

Write thank you notes, acknowledgments of pledges and gifts and send out pledge reminders for capital campaign donors in a timely manner;

Maintain confidential and accurate fundraising and donor cultivation records: organization, committee members, prospect evaluations, assignments, tracking, funds raised, percentage of goal and completed calls and solicitation progress;

Prepare and maintain up to date files for Capital Campaign and solicitation materials to provide President and CEO, CAO, Campaign Committee and staff with necessary solicitation materials, including packets and proposals as needed (with help from CAO);

Work with donors, prospects, campaign committee, and staff to schedule meetings;

Research donor profiles and create Strategy Memos with help of CAO and/or other staff as appropriate;

Prepares solicitation letters, proposals, and other donor correspondence;

Manage set up and break down of donor meetings, committee meetings, and campaign and Development -related receptions, including internal work orders and internal and external catering and preparation (with help from Officer of Events)

Maintain Capital Campaign event guest lists as necessary, including various committee meetings' attendance, and assist with department mailings;

Prepare action items and keep minutes for the Capital Campaign Committee;

Assist with Campaign Committee meeting planning and implementation;

Attend all Development Department-run events and others as needed;

Maintain confidential solicitation expense records and monthly budget updates;

Monitor office supply inventory;

Work closely with the Office of the President and CEO to maintain interdepartmental communication for internal and external meetings and solicitations;

Provide administrative support to the President and CEO and CAO as needed

EDUCATION: Bachelor's degree

EXPERIENCE AND SKILLS:

Proficient in Microsoft Office, donor databases and Google docs

Excellent communication skills

Organized and detail-oriented

Able to prioritize and manage multiple projects, tasks, and deadlines

Professional appearance and positive attitude

Ability to handle confidential information

Ability to work without direct supervision, but comfortable reporting to several supervisors

PREFERRED EXPERIENCE AND SKILLS:

Proficient in Raiser's Edge or Tessitura software

2-3 years in non-profit fundraising

The Dallas Holocaust Museum/Center for Education and Tolerance is an equal opportunity employer.

Applicants, please send cover letter referencing the job title and resume to resume@dallasholocaustmuseum.org