



**CAMPAIGN ASSISTANT
JOB DESCRIPTION SUMMARY
REPORTS TO: CAMPAIGN DIRECTOR
JUNE 2015**

I. BASIC PURPOSE OR FUNCTION OF THE POSITION:

Under the supervision of the Campaign Director, the Campaign Assistant provides administrative support to the Campaign Director for the planning, organization, and implementation of the Centennial Campaign, a multi-year fundraising campaign currently in the planning phase and scheduled to commence in Spring 2016. The Campaign Assistant is further responsible for supporting the prospect research and information needs of the Campaign as well as the Major Gifts Program.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

CAMPAIGN SUPPORT

- Provide administrative support to the Campaign Director, including budget preparation, expense reporting, invoice/contract routing and processing, travel and meeting coordination, proactive calendar management, Raiser's Edge data input and report generation, and file organization and optimization.
- Assist Campaign Director with donor correspondence and gift acknowledgements, special mailings, preparation of donor packets and proposals, and creation of reports and presentations.
- Serve as point of entry for communication and coordination between the Campaign Director and campaign-related interdepartmental League work groups such as the Celebration Committee and the Centennial Working Group(s).
- Assist Campaign Director with implementation of campaign-related events, including contract routing, sending invitations, tracking RSVPs, preparing nametags, etc.
- Assist Campaign Director to facilitate Campaign Committee meetings, including date and location scheduling, attendance, agenda and materials preparation, and taking meeting minutes.
- As directed, facilitate the fundraising activities of volunteer campaign solicitors by providing clerical, record-keeping, and other administrative support for their prospect identification, cultivation, and solicitation efforts.
- Assist Campaign Director to develop and maintain an accurate report of campaign progress to date.

PROSPECT RESEARCH

- Conduct prospect research in support of the Campaign and the Major Gifts Program, as requested by the Chief Development Officer and the Campaign Director.
- Utilize internet and subscription research tools/resources to locate, analyze and interpret financial capacity and propensity, including compensation information, stocks/options and retirement plans, property transactions, and philanthropic interests

- Prepare written reports including biographical and business information, financial assets, areas of interest and philanthropic support, and affiliations
- Maintain Raiser’s Edge database specific to prospect research

III. QUALIFICATIONS:

- Bachelor’s degree or comparable experience.
- Minimum two years administrative support experience required.
- Nonprofit development experience preferred.
- Demonstrated ability to retrieve, analyze, and synthesize information gathered from varied sources.
- Prospect research and data analysis experience, and an understanding of financial terminology and wealth indicators to assess income, assets, and philanthropic activity strongly preferred.
- Experience with online databases and resources such as Hoovers.com, Dun & Bradstreet, Foundation Center Research On-Line, SEC documents, Lexis-Nexis, WealthEngine, etc. preferred.
- Strong verbal and interpersonal communications skills.
- Excellent research, writing and editing skills (writing sample may be requested).
- Organized and efficient, capable of managing multiple projects with competing priorities to the highest standards in a timely manner while remaining flexible and having fun.
- Accurate and impeccable attention to detail.
- Proactive self-starter requiring minimal supervision, but also works well on team.
- Experience working with high level volunteers and donors preferred.
- Customer service (especially phone) experience highly desirable.
- Proficient with Microsoft Office, basic publishing software such as Adobe Photoshop and InDesign, and Raiser’s Edge (or equivalent database). Strong commitment to the mission of Save the Redwoods League.

IV. SUPERVISORY RESPONSIBILITIES:

- None

V. WORKING CONDITIONS/PHYSICAL EFFORT:

- Regularly sits at a desk or computer workstation.
- Frequently moves about the office to collaborate with colleagues.
- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds
- Occasional weekend and evening responsibilities.
- Periodic travel, predominately within California.
- May walk on uneven ground while working off-site.

Employee Signature _____ Date: _____

Full Name (print) _____

Supervisor Signature _____ Date: _____

Full Name (print) _____

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.