

Hawai'i Conference of the United Church of Christ
Hawai'i Conference Foundation

Title: Capital Campaign Administrator

Reports to: Office Coordinator

Job Summary:

The Capital Campaign Administrator plays a critical role in supporting the Hawai'i Conference and Hawai'i Conference Foundation campaign team in their capital campaign efforts with primary focus on providing essential day-to-day support to ensure the smooth functioning of the campaign. Key responsibilities include tracking campaign activities and managing the donor database. Working closely with the campaign team, the coordinator will actively assist the campaign committees; help to plan and manage campaign-related meetings and events; and monitor campaign and meeting materials and communications. This is temporary, part-time position (19 hours per week).

Base Pay: \$25 per hour

Essential Duties:

1. Work with the campaign team to schedule committee meetings and prepare all necessary meeting materials (meeting agenda, meeting notes, campaign reports, etc.). Attend the meetings and record meeting notes.
2. Following each meeting, coordinate and track campaign activities discussed at the meeting - may include scheduling additional meetings, sending reminders, etc.
3. Assist with scheduling and arranging meetings for campaign team members with lead and major campaign donors. Organize and compile material for each meeting in advance of the meeting. Record and monitor any meeting follow-up.
4. Prepare and regularly update donor and solicitation lists for each campaign team member.

5. Maintain the donor management system (DMS) to manage and track campaign contributions, solicitations, and follow-up actions. This will include preparing gifts and pledges for processing into the DMS, creating records for new donors, managing and producing updates on a regular basis.
6. Prepare timely donation acknowledgments (thank you letters) and regular campaign status reports for the team.
7. Create and maintain work files for the campaign.
8. Perform other duties as may be assigned.

Required Skills, Knowledge, Experience

- Excellent organizational, interpersonal, communication (verbal and written) skills.
- Ability to work under pressure, meet deadlines and manage numerous tasks simultaneously.
- Ability to maintain accountability and confidentiality and to work independently, set priorities, and use good judgment.
- Ability to understand, interpret and follow verbal and written instructions.
- Proficiency in MS Office products (MS Word, MS Excel) and database experience with ability to produce simple reports.
- Experience in coordinating the development of print and online collateral and communication material.
- Must have a current Hawai'i driver's license.

Education / Training

- Bachelor's degree from an accredited institution preferred.

Experience

- 2-3 years' experience in nonprofit fundraising is preferred.