



## ALL SAINTS-BY-THE-SEA EPISCOPAL CHURCH

### **POSITION DESCRIPTION: Campaign Assistant**

**Supervisor:** Director of Administration

Hours Per Week: Part time

**General Responsibilities:** Provide staff support to All Saints' capital campaign

#### **Specific Tasks:**

- Prepare written materials and correspondence to volunteers and donors.
- Answer telephone calls/emails for campaign office and make calls/send emails as required.
- Produce thank you letters and acknowledgments of receipt of gift or the enlistment of a volunteer.
- Help plan, coordinate and assist volunteers with communications efforts in support of the campaign. This may include printed and electronic materials, e-blasts, articles in All Saints publication, web page updates, announcements, and more.
- Keep inserts for the brochure and other key campaign documents up to date. This includes the Honor Roll of Donors, List of Project Leaders, Q&A and more. Assemble brochure packets as needed.
- Make preparations for campaign meetings including room arrangements, refreshments, meeting announcements, reminder phone calls, RSVP tracking and production of written materials.
- Work with volunteers to promote, help coordinate and make preparations for tours, campaign-related receptions and other events. Keep accurate list of attendees.
- Provide staff support to the Special Gifts Committee. Work with the Special Gifts Chair and Vice Chairs to implement the numerous tasks outlined in the Special Gifts plan.
- Work with campaign counsel to finalize proposals and reports to foundations.
- Attend campaign meetings as required to provide staff support.
- Following campaign progress and review meetings, prepare and mail or e-mail report bulletins and prospect assignment sheets.
- With the bookkeeper, coordinate the implementation of payment reminders.
- Maintain campaign and donor files and records.
- Assist with other campaign assignments as required.
- Assist with and implement neighborhood and parish communication strategies

**Qualifications:**

A bachelor of arts in a relevant field, or the equivalent informal education and work experience. A familiarity with a liturgical worship environment, including knowledge of the Episcopal Church would be beneficial.

This position requires professional demeanor, positive group work skills, initiative, problem-solving, excellent computer skills, excellent interpersonal skills for work with volunteers, staff, prospects and donors, flexible schedule in order to attend parish meetings.

**Characteristics of the Successful Candidate:**

- Excellent writing and oral communication skills
- Able to work independently, take the initiative and not just wait to take orders from others
- Ability to work effectively in a highly participatory and collaborative environment with a strong team orientation.
- Must work well with the Rector, other staff, campaign counsel and campaign volunteers in a collaborative and collegial fashion.
- Strong group-work and people skills including the ability to relate to volunteers, staff, donors, other parishioners with diverse backgrounds.
- Represents All Saints and the project well
- Strong organizational skills
- Careful attention to detail
- Strong understanding of Microsoft Office Suite. Ability to learn Constant Contact
- Excellent skill with Mac or PC and relevant general office applications
- Friendly, outgoing team player

**Desired Skills:**

- Experience with organizing receptions and special events.
- Experience in supporting fundraising/development activities.

Note: Equal opportunity employer; no faith/belief required for this position. Membership in the Episcopal Church or being of the Christian faith are not requirements for this job.

**Compensation:**

Compensation is negotiable commensurate with experience and qualification.

**How to Apply:**

Interested applicants should send their resume and cover letter outlining their suitability for the position to: Kathleen Winters, Director of Administration, [kathleen@allsaintsbythesea.org](mailto:kathleen@allsaintsbythesea.org). No phone calls please.