

Sample Job Description – Capital Campaign Assistant

Position Summary

The Capital Campaign Assistant is responsible for all administrative aspects of receiving and processing donations for the capital campaign.

Principle Accountabilities

- Pick up donations from post office box;
- Enter donations in database and prepare acknowledgement letters;
- Deposit checks or deliver to appropriate person to make deposit;
- Maintain foundation, corporation and individual donor files;
- Create monthly fundraising reports and other database reports as needed;
- Continually update and correct database records;
- Coordinate productions and mailing of spring and year-end appeal letters;
- Answer donor and committee member questions regarding past donations;
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events;
- Other duties as assigned by campaign steering committee.

Preparation and Knowledge

- Associate's or bachelor's degree in a related field;
- A minimum of three years' experience in an administrative position, preferably in a not-for-profit work environment, and ideally in a development office;
- Proficiency in Microsoft Word and Excel;
- Experience using a donor database management system;
- Excellent verbal and written communications skills;
- A keen eye for detail and strong proofreading skills;
- Ability to present information concisely and effectively, both verbally and in writing;
- Experience working with volunteers;
- Ability to organize and prioritize work;
- Ability to work independently with little supervision;
- Excellent interpersonal skills;
- A passion for helping those in need.