**Position Summary**

317 Main Community Music Center (317 Main) has an immediate opening for an energetic and enthusiastic person to join our team to provide critical support to the planning and implementation of our first-ever Capital Campaign. Applicants for this position should have a passion for community arts education organizations and have the desire and drive to be an integral part of a successful Capital Campaign project team. The Campaign Coordinator will report to the 317 Main Director of Development and work closely with the Capital Campaign Cabinet, Campaign Counsel, and 317 Main staff.

**Position Description**

The Campaign Coordinator is an hourly position of 20 to 30 hours per week. The tasks will include:

- Perform administrative back office functions to support assigned Capital Campaign activities
- Support/coordination of all donor education and solicitation efforts, including:
  - Collection/documentation of all pertinent information resulting from interactions between solicitors and potential donors
  - Entry of that information into the predetermined database and project management software (Little Green Light; Basecamp; Google Sheets)
  - Daily correspondence with Cabinet members and solicitors as necessary to answer questions or provide reminders (guided by Campaign Counsel, if necessary)
  - Management and provision of all necessary solicitation materials (CFS, drawings, etc.) to Cabinet members and solicitors
  - Management and organization of Campaign calendar as it relates to major events or events that require Cabinet attention
  - Management and oversight of campaign status reports in whichever form agreed to by the Cabinet (i.e., giving pyramid status; large donor chart progress, etc.)
  - Management and oversight of donor recognition status (i.e., acknowledgement of pledges, pledge reminders, ensuring prompt and proper acknowledgements, donors receive “tschotkes”, if any, etc.)
  - Working closely with Development Director, Campaign co-chairs, and Campaign Counsel on the status of the above, along with notification of any issues, concerns relative to the campaign

**Qualifications**

- GED; BA preferred
- Skilled with database (ideally Little Green Light) and project management systems, spreadsheets and word processing software, as well as facile with on-line project management software
- Interest/ambition in learning and wanting to grow within non-profit development team environment
- Friendly, enthusiastic, self-starter
- Good people skills; able to take direction and guidance multiple people and not be afraid to ask questions or seek clarification early on in the process

**Compensation**

This is an hourly part-time position. Hourly rate will be commensurate with level of experience.