



Capital Campaign Coordinator Terre Foods Cooperative Market Job Description

The Capital Campaign Coordinator provides administrative and project management expertise to support Terre Foods Cooperative's Capital Campaign. The Coordinator guides the overall campaign — both the planning and implementation — and reports to the Capital Campaign Committee Chair. The Coordinator will facilitate and organize the process from beginning to end, providing direction, support, and encouragement to other members of the campaign team. The Coordinator utilizes exceptional organizational and data management skills to coordinate campaign activities, manage prospect lists, schedule, confirm, and prepare for meetings and events, and ensure accurate and prompt gift and loan acknowledgment and tracking. The Coordinator will regularly interact with donors, lenders and volunteers in person, by phone, and in writing. The Coordinator is responsible for organizing the strategy and approach to pursue large gifts and loans (for example, gifts and loans over \$20,000). Being the Coordinator requires good communication and delegation skills.

Coordinator's Scope of Work

Planning

- Recruits, or oversees the recruitment, of all other campaign team members from the Co-op Board of Directors and Co-op members.
- Manages to, and regularly updates, the campaign timeline.
- Prepares campaign budget.
- Oversees development of all legally required campaign materials, including the disclosure statement, promissory notes, subscription agreements, appeal letters, etc.
- Oversees the development of all promotional campaign materials, including brochures, email updates, in-store materials, public campaign progress indicators, etc.
- Oversees the development of support materials for callers, including FAQs for the campaign and Co-op, calling scripts, and talking points.
- Establishes effective communication among the team and with the Co-op's Board of Directors.
- Works with the Board and other key campaign staff to develop the overall and large donor and lender strategy.
- Coordinates the gathering of pre-commitments from the Board and a select few key Co-op supporters.
- Oversees the development of systems to track campaign progress, caller and collections performance and communications.
- Oversees the development of target lists for the overall campaign and for large donors and lenders.
- Provides caller training.
- Works with the Capital Campaign Committee Chair to implement a large donor and lender strategy.
- Responds to inquiries from donors and lenders, committee members, vendors, and others in person, on the phone, and in writing.
- Ensures each gift and loan is entered appropriately in the donor and lender database and campaign tracking reports; track and send pledges; and keep campaign leadership informed of all gifts and loans.
- Assists in executing the campaign's marketing plan to keep the campaign in the public's eye and maintain momentum.
- Coordinates prompt thank you for each donation and loan from Terre Foods and second thank you from Capital Campaign Committee.

Implementation

- Reports Co-op updates and campaign status to callers and the rest of the team at least twice weekly, preferably daily.
- Reports large donations and loans to the team as they occur.
- Ensures data from callers, collectors and other sources is entered promptly, preferably daily.
- Ensures regular team meetings are held, with agendas and facilitators.
- Oversees and supports caller performance, including providing additional training and support as needed and repositioning under-performing callers.
- Assesses all aspects of the campaign and adjusts strategy, timeline and budget as needed.
- Promotes an upbeat and celebratory campaign atmosphere.

Knowledge, skills, and abilities

- Strong and persuasive writing, editing, and storytelling skills to meaningfully connect people from a variety of audiences to our mission. English fluency, including accuracy in spelling, grammar, and punctuation.
- Tech savvy with experience managing and creating content for websites, social media channels, and email marketing.
- Excellent computer software skills including Microsoft Word, Excel, and PowerPoint.
- Excellent computer skills in Google Drive, Google Sheets, and Google Docs; Zoom/video conferencing.
- Excellent organizational and time management skills. Ability to make judgments, assume responsibility, and produce stellar work under the pressure of deadlines and timelines.
- A strong team player, who is also a self-starter with a desire to take on new challenges.
- Initiative, creativity, reliability, flexibility, sense of humor, thoroughness, and accuracy.
- Integrity in relationships with donors and lenders, prospective donors and lenders, volunteers and colleagues.

Work environment and other requirements

- Occasional evening and weekend hours required.
- Applicant must provide laptop or tablet with camera to support video conferencing.

Job Type

- Half-time, 10-14 week contract with possibility for employment when the Co-op is running.
- Applicant must be located in Terre Haute for the duration of the campaign.
- Applications taken immediately; position open until filled.

Pay

- \$750/week for 10-14 weeks of half-time position.

Benefits

- Standard statutory benefits.

Schedule

- Flexible to meet campaign requirements.

COVID-19 considerations

- Full vaccination preferred. Masks may be required to be worn at all times in the office per CDC recommendations. Hybrid and remote work options available.

Education

- Bachelor's (Preferred)

Experience

- Fundraising experience required; 1 year (Preferred).