

Trinity High School Capital Campaign Coordinator

Trinity High School in Manchester, NH, is seeking a highly organized, customer service focused person to join the team in an interim role as the Campaign Coordinator. The goal of this new role is to support all aspects of the \$5+ million capital campaign goal.

This is an ideal role for an individual with database experience, solid communication skills and strong attention to detail. Trinity High School is in the middle of a capital campaign with aggressive plans to grow fundraising, communications, and alumni-engagement over the next 18-months. After approximately 18 months, this position will be evaluated for continuing need.

The Campaign Coordinator is responsible for the day-to-day operations and administrative support necessary for the capital campaign. The campaign requires a myriad of tasks that must be performed in a timely and consistent manner. The Campaign Coordinator reports to the Campaign Director (Trinity High School President) and has a dotted line to the Campaign Managers.

Responsibilities

Operations

- Responsible for the day-to-day operations of the campaign, including meeting management, prospect management, and volunteer management.
- Create, update, and maintain policies and procedures for systems including standard operating procedures, naming conventions, campaign hierarchy, etc.
- Assist Campaign Director and Campaign Managers with various campaign tasks in a timely manner.
- Oversee expenditure of approved campaign budget.
- Organize campaign documents for easy access and use by Campaign and volunteer staff.
- Able to attend occasional evening and pre-scheduled weekend cultivation events or meetings.

Committee Support

- Manage the activities of the Campaign Committee and various other campaign committees.
- Coordinate meeting scheduling, attendance, draft and distribute meeting agendas, record meeting minutes, and record action items.
- Support volunteer needs in a timely and consistent manner.
- Draft monthly campaign gift report for Committee Review.

Portfolio Management

- Maintain proficiency with the database systems and identify and recommend opportunities to improve.
- Ensure data hygiene, maintain integrity and reliability of organizational data.
- Institute systems for acknowledging, recording, filing, and reporting contributions.

- Manage the portfolio of campaign prospects making updates to ensure accurate information.
- Develop portfolio briefs for all prospects in active cultivation or solicitation state.

Cultivation and Communications

- Organize and support donor cultivation, solicitation, and stewardship.
- Prepare for events, developing attendee profiles, materials, rooms, refreshments, and other logistics.
- Support campaign communications including email distribution, newsletters, and stewardship reports.
- Draft general correspondence, including timely donor acknowledgements and related campaign communications.
- Schedule prospect meetings and tours.
- Assist with event planning, setup, and takedown as needed.

Knowledge, Skills, and Abilities

- At least 3 years' experience as an executive assistant or in administrative coordination; or college-level internship experience required. Relevant experience in development, operations, or administration preferred.
- Bachelor's degree or other four-year college degree required. Equivalent work experience will be considered.
- Strong commitment to Trinity High School vision and mission.
- Little Green Light/CRM database proficiency required.
- Strong organizational and time-management skills, with the ability to prioritize tasks and deadlines.
- Positive presence and strong relationship management skills, including working with volunteers.
- Highly organized with meticulous attention to detail.
- Collaboration skills, committed to a team environment.
- Ability to thrive and adapt in a quick-paced environment.
- Comfortable working with and learning from data.
- Ability to recognize different communication styles and adapt accordingly.
- Listening and asking questions to help determine next steps.
- Other duties or tasks as assigned by the Campaign Director and/or Campaign Managers.

This role is hybrid in Manchester, NH and expected to be a 30-hour per week commitment. There are times that being in the office is required. When the position ends, this role will be eligible to apply for other open positions at Trinity High School.