



Title: Capital Campaign Coordinator

Department: Alumni & Development

Reports To: Director of Alumni & Development

Classification: Part-time (24 hours per week), days and times TBD

Date: Starting February 2025

Context:

This is an exciting time to join Bement's Alumni & Development team as the school celebrates its Centennial and embarks on the second year of its Second Century Campaign. After strategic planning and conducting a thorough feasibility study, the campaign has made tremendous progress since it began one year ago. The Campaign Coordinator will play a key role in continuing the momentum and helping to maximize the impact of the largest capital campaign in Bement's history.

Job Description:

The campaign coordinator manages Bement's Second Century Campaign according to an existing campaign plan. The coordinator also directs volunteers, committees, and other operations, which may include working with trustees, donors, and outside counsel. This role will monitor and evaluate campaign progress, including prospect management and supporting the development of campaign strategies and goal-setting. The Campaign Coordinator reports to the Director of Alumni & Development and works closely with the Head of School and the Associate Director of Alumni & Development.

Primary Responsibilities:

- Coordinate the day-to-day campaign schedule
- Manage and track campaign prospects and communication plans
- Work with the Associate Director of Alumni & Development to report weekly updates and progress to the Head of School and the Director of Alumni & Development
- Organize and run weekly internal meetings with an agenda and status report.
- Oversee and communicate with volunteers and team members to ensure progress and maintain campaign momentum.
- Organize and run committee meetings with volunteers

- Work with the Director of Alumni & Development and the Assistant Director of Alumni & Development to ensure campaign data is conveyed accurately
- Monitor and analyze campaign performance, making strategic adjustments as needed in consultation with the Director of Alumni & Development
- Conduct research and assemble prospect briefings
- Create campaign materials and personalize for prospects when appropriate
- Engage and motivate team members, aligning efforts toward the campaign's success
- Effectively convey the campaign's message and achieve its objectives
- Coordinate and manage campaign communications to donors (announcements, pledge reminders, stewardship efforts, etc.) in accordance with Bement's *Style Guide*
- Other tasks and duties as assigned by the Director of Alumni & Development, Assistant Director of Alumni & Development, or the Head of School

Position Requirements:

- Bachelor's Degree required
- 3 years of relevant work experience

Skills and Knowledge

- Demonstrated skills and qualifications in planning, organizing, and executing campaigns effectively and efficiently
- Demonstrated experience in fundraising campaigns in a similar sector or industry
- Strong organizational skills for multi-tasking, prioritizing responsibilities, meeting deadlines, working independently, and problem-solving.
- This position routinely works with confidential information and requires a commitment to maintaining the highest levels of discretion.
- Excellent written, editorial, and verbal communication skills with the ability to deliver persuasive messages and with demonstrated attention to detail.
- Facility in manipulating and designing digital and print documents to create and personalize campaign materials
- Leadership skills to motivate and inspire the campaign team and partners
- Presentation skills to successfully convey information to groups of stakeholders
- Interpersonal skills to build positive relationships
- Technical skills such as database knowledge and data analysis
- Passion for working with young people and a commitment to independent school education are essential.

Additional Requirements:

- Successfully complete a criminal background check.

- A valid driver's license
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community with diplomacy and tact.
- Positive attitude with a proven ability to maintain confidentiality.
- Regular and consistent attendance and punctuality are required as conditions of employment.
- All faculty and staff are required to occasionally perform different duties during special events.

Work Environment and Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. This job description reflects the administration's assignment of essential functions, and nothing in this herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time.

Bement is an Equal Opportunity Employer, and candidates who represent diversity for the school are strongly encouraged to apply.

To apply, [Follow this link](#).