



PART-TIME CAMPAIGN COORDINATOR POSITION

The **Campaign Coordinator** is responsible for the day-to-day details of campaign implementation. Areas of primary responsibility include arrangements and notifications for meetings, campaign correspondence, monitoring gift and pledge records and conducting prospect research. The Campaign Coordinator reports directly to the President however, the coordinator must be prepared to work with a variety of campaign volunteers, consultants, and donors.

The position is envisioned to concur with the duration of the Assistance League of Georgetown Area Major Gifts Campaign fundraising period; anticipated start date is immediately. This is a part-time position. Hours worked may be flexible while supporting the requirements of the Campaign staff and volunteers, and will generally fall between 9am and 5pm, Mondays through Fridays, with occasional evenings and weekends. Upon mutual agreement, the successful candidate may work remotely except when the Campaign requires presence at the Assistance League of Georgetown Area Thrift Shop or other locations for meetings and projects.

Employment Type & Compensation

- Employment Type: Part-time (25 hours/week) independent contractor position, with potential to grow
- Compensation: \$36-\$44/hour, Based on Qualifications

Position Responsibilities

Specifically, the Campaign Coordinator will provide support in the form of responsibilities that include:

- Schedule, attend and support all campaign planning and Campaign Steering Committee meetings.
- Prepare all databases, lists, spreadsheets and profiles concerning prospects.
- Conduct ethical prospect research.
- Maintain records of cultivation strategies, evaluations, solicitations, contact reports and results of all contacts with campaign prospects.
- Produce all campaign packets for prospect and donor visits with supporting documentation and follow-up correspondence.
- Produce all campaign correspondence including letters of acknowledgment.
- Handle any incidental details related to the campaign as specified by the supervising administrator.
- Other duties as required to support the organization.

Required Qualifications

- **Strong organizational and administrative skills:** Exceptional attention to detail including the ability to proofread documents and maintain accuracy in a fast-paced setting.
- **Project management experience:** Demonstrated ability to manage multiple priorities, deadlines, and stakeholders simultaneously.
- **Technology proficiency:** Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Teams) or Google Workspace; comfortable conducting meetings via Zoom.
- **Administrative expertise:** Experience performing high-level administrative work including business correspondence, telephone communications, meeting planning and problem solving.
- **Communication skills:** Excellent verbal, interpersonal, and written communication skills.
- **Collaborative approach:** Ability to work collaboratively with a broad spectrum of people, ranging from ALGA Leadership and Board members to Campaign Counsel, donors, and donor prospects.
- **Mission alignment:** Commitment to the mission and values of the Assistance League of Georgetown Area.

Preferred Qualifications

- **Fundraising/Marketing experience:** Background in major gifts, annual giving, marketing, event coordination or capital/major gifts campaign.
- **CRM Database management experience:** Proven experience with donor management systems or similar databases; Bloomerang CRM a plus.
- **Technology proficiency:** Familiarity with visual design tools; Canva proficiency preferred.

Ideal Personal Profile

- Self-starter with a humble work ethic
- Well-organized, systematic thinker
- Proactive problem solver
- Reliable and dependable team player
- Professional demeanor with donors and volunteers

To Apply: Please email Melissa Gould, VP of Resource Development at mgould@algeorgetownarea.org and include resume and cover letter.

Applications will be received until April 22, 2026.