



Camp Twin Lakes Campaign Coordinator Job Description

Title: Campaign Coordinator
Status: Non-exempt/ Part-time (3-year position)
Department: Development
Reports to: Director of Development

Camp Twin Lakes (Camp) is a nonprofit organization that offers year-round recreational, therapeutic, and educational camp programs for children and young adults facing serious illnesses, disabilities and life challenges. In collaboration with more than 60 partnering organizations, Camp Twin Lakes provides transformative camping experiences at three fully accessible campsites in Rutledge, Winder, and Warm Springs Georgia and at local children's hospitals. For more information, please visit our website at www.camptwinlakes.org

Summary:

Camp is in the early phase of a three-year capital campaign to fund the building of a third year-round campsite. The Campaign Coordinator will work closely with and provide support to the CEO, Director of Development, Campaign chairs, and committee members to maintain momentum and ensure the success of the campaign. Responsibilities include organizing meetings, taking notes and writing reports, tracking campaign activity, preparing donor materials, conducting prospect research, providing gift acknowledgements, and preparing progress reports. Applicants should have at least two years of experience in campaigns, be organized, give a strong attention to detail, and possess strong verbal and written communication skills.

Essential Duties and Responsibilities:

Responsibilities include the following; other duties may be assigned.

- Schedule meetings with major donors, including requesting meetings, coordinating donor and committee member schedules, making reservations, arranging tours, and sending confirmation e-mails
- Prepare materials for donor meetings
- Provide follow up from donor meetings, including ensuring donor is thanked appropriately, creating meeting records, and ensuring all follow up actions are taken by appropriate committee member
- Conduct prospect identification and research using CRM and wealth screening software
- Work with campaign leaders to schedule committee meetings and ensure materials are organized and available
- Attend and keep minutes at all campaign committee meetings
- Create action lists at each meeting and work with appropriate committee members to ensure all assigned duties are completed
- Ensure that campaign gifts are managed seamlessly to ensure that donors are acknowledged in a timely manner
- Work with database coordinator to ensure that each gift is credited appropriately in Raiser's Edge
- Provide updated campaign reports that are easily accessible to the campaign committee and development team
- Maintain an updated list of naming opportunities
- Provide updated donor list to be included in campaign marketing materials

Additional Requirements:

- A Bachelor's Degree with a minimum of 2 years campaign experience
- Experience in CRM software, ideally Raiser's Edge
- Experience in Excel and spreadsheet development experience required
- Strong organization and communication skills.
- Must be detail orientated and able to work under deadlines.
- A team player that routinely shares information and works collaboratively with teammates and exhibits a high degree of professionalism at all times.
- Demonstrates high integrity and personal productivity as an example to volunteers, staff, donors, etc.

Resume and Writing Sample:

Please provide a resume and cover letter to careers@camptwinlakes.org

