



CAMPAIGN & PROJECTS COORDINATOR

Job Status: Union

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Reports to: CEO

Accountability Objective:

Responsible for the organization, planning and coordination of all Campaign events and fundraising activities. Maintains agency relationships with the community and provides pertinent information to partners, volunteers and donors associated with fundraising. Provides campaign management and tracking of employee, corporate, foundation and individual giving.

Nature and Scope:

The incumbent reports to the CEO.

The incumbent is directly responsible for nurturing and developing a network of contacts with the community, volunteers, speaker's bureau, marketing personnel, and other team members to focus attention on future and current projects necessary to further MUW's goals and objectives. Works closely with CEO and MUW staff to review and report status of campaign related projects.

Must become familiar with the community and establish contacts with people at all levels within the community including: corporate executives, labor representatives, health and human service agency personnel and government representatives.

Educational requirements include a college degree from an accredited college or university. Verifiable work experience will also be considered.

Must possess good administrative, personnel and overall communications skills.

Must be proficient in Word, Excel, Power Point, Outlook and Publisher.

Must have above average abilities with multiple project management and written and oral communication.

Minimum of three years of experience including: working with volunteers and coordinating projects. Prefer non-profit experience or any combination of education and experience, which would provide the knowledge, skills and abilities to perform the major duties of this position.

Must possess a valid driver's license and reliable transportation with adequate insurance.

Specific Accountabilities/Essential Functions:

General Duties

1. Plans, coordinates and implements, goals, objectives and fundraising strategies, special fundraising events and functions for all approved projects which include training of community volunteers, providing information when necessary and ensures accounts receive prompt and proper recognition and thanks for support.
2. Creates and maintains accurate records on all campaign/fundraising projects, which includes contacts, records and filing, master calendar of events, and any necessary project budgets.
3. Collaborates in campaign related written communication by MUW, which includes press releases, development of campaign specific collateral information and campaign materials, and other necessary media to support campaign.
4. Ensures that MUW office complex is not left unattended.

Campaign Duties

1. Works with CEO and Deputy Director to oversee and administer MUW's annual fundraising campaign.
2. Research, review, develop and distribute campaign materials for annual campaign.
3. Attend all Campaign related meetings, rallies, presentation, talks, events in person and/or by telephone as necessary to encourage campaign participation.
4. Handles all campaign related correspondence.
5. Works with Office Manager to maintain accurate records in Donation Tracker for all campaign contributions.
6. Provides reports/presentations as requested by CEO.
7. Supports a positive team environment and provides support for overall agency functions when needed.
8. Responsible for distribution, follow-up, collection, and auditing of all campaign packets in a timely manner.
9. Coordinates all campaign related events.
10. Provides support to all company driven fundraisers.
11. Attends special events/meeting upon request.
12. Collaborates with CEO and other MUW staff and partner agencies to provide campaign presentations to encourage participation.

13. Coordinates with Labor Liaison to maintain campaign and fundraising support to unionized workplaces which includes presentations, account follow-up/support and assists in training of Labor coordinators.

Approved:

Incumbent Name: _____

Incumbent Signature: _____ Date: _____

CEO Name: _____

CEO Signature: _____ Date: _____