JOB TITLE: Comprehensive Campaign Coordinator  
DEPARTMENT: Institutional Advancement  
REPORTS TO: Vice President for Institutional Advancement  
FLSA STATUS: Non-Exempt  
DIRECT REPORTS: None  

SUMMARY: In concert with the Institutional Advancement team, the Comprehensive Campaign Coordinator is responsible for the oversight of all aspects of the campaign to insure its timely success based on the defined priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinate with Advancement Services, using database intelligence, to identify and move campaign prospects (all aspects of prospect management).
- Work in conjunction with Development Officers, Vice President for Institutional Advancement, and Seminary President to move campaign prospects to a campaign ask.
- Prepare for all campaign prospect meetings – attend meetings when possible.
- Manage campaign feasibility study.
- Communicate with campaign committee members regarding prospect activity.
- Coordinate and attend all campaign committee meetings.
- Develop and oversee execution of campaign stewardship program, to include naming rights.
- Coordinate and attend campaign celebrations – November 2014 Trustee Dinner and final celebration in 2016 (date TBD), and ground breaking celebrations for capital projects.
- Oversee all campaign communications.

MINIMUM QUALIFICATIONS

Education: B.A. or B.S. or equivalent experience in related field  
Certifications/Training: None  
Experience: 2-3 years’ experience in a related field  
Special Requirements/Skills: Strong verbal and written communication skills.  
Strong customer service and interpersonal skills.  
Basic knowledge of and ability to effectively utilize computers/software, including Windows, Microsoft Word and Excel, and Raiser’s Edge.  
Knowledge of the Presbyterian Church tradition and its constituents.  
Commitment to being a team player.  
Agility in multi-tasking.  
Ability to organize and prioritize work.  
Ability to analyze and summarize data in a clear and concise manner.  
Ability to use discretion and maintain confidentiality.
Ability to work occasional evenings and weekends and to travel within region (approximately 25%).
Maintains a bias toward action.

**PHYSICAL DEMANDS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen, and is occasionally required to stand, walk, reach using hands and arms, and lift light boxes of up to 10 pounds.

**Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the incumbent in this position, and assist in evaluating this job fairly and equitably. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. Management may change the duties and responsibilities at their sole discretion, and may request the employee perform duties not listed on the job description. This job description is not a contract between the incumbent and the employer.

Employee: ___________________________  Date: ___________________________

Supervisor: ___________________________  Date: ___________________________

Human Resources: _____________________  Date: ___________________________