



## **CAPITAL CAMPAIGN DIRECTOR**

Part Time; Remote Working Opportunity  
Starting Pay: \$25/hour

### **JOB DESCRIPTION**

Under general direction of the Executive Director, the Part-Time Capital Campaign Coordinator will play an important part in the Elings Park Infrastructure Campaign (“EPIC!”). The Park is over a third of the way towards our goal of \$10 million necessary to upgrade roads, restrooms, tennis center and other much needed infrastructure. The Coordinator seeks to increase revenues and assists with current “EPIC!” (“Elings Park Infrastructure Campaign”) Capital Fundraising Campaign needs.

#### Primary Responsibilities

- Assist Capital Campaign Co-Chairs with day-to-day operations of the capital campaign
- Assist with research and adoption of development software
- Maintain contact lists and enter data
- Update, manage and track all donations and pledges, including donor tax acknowledgements
- Prospect and donor research
- Assist with grant writing

#### Essential Duties include:

- Interacts positively with guests, shareholders, board members, park members, and staff
- Answers phone calls promptly and professionally.
- Assists with marketing and graphics as needed to promote campaign as assigned
- Attends weekend and evening events as needed for the Park
- Attends weekly campaign meetings via ZOOM
- Thrice weekly phone check-ins with Executive Director

#### In addition:

- Responds to all guest inquiries, comments and criticisms in a timely manner, in accordance with the guest relation’s procedures.
- Adheres to the Park’s policies and procedures as outlined in the Employee Policy Manual.

## **MINIMUM REQUIREMENTS**

#### Qualifications

- Outgoing personality with positive attitude required
- Previous capital campaign experience strongly preferred
- Demonstrated fund development experience
- Organized and proactive
- Ability to multi-task

- Ability to set and revise priorities
- Dedicated team player committed to collaboration
- Working knowledge of Microsoft Office Suite
- Working knowledge of donor management software

Understanding/Handling Emergency Situations:

- Responds to emergencies quickly and follows emergency protocols.
- Remains calm and creates an atmosphere of calm and control for those dealing with the emergency situation.

**To Apply**

Please submit resume to [jobs@elingspark.org](mailto:jobs@elingspark.org).