

SOLVANG FESTIVAL THEATER

\$4.7 MILLION CAPITAL CAMPAIGN

CAPITAL CAMPAIGN COORDINATOR

Hours: Part time—20 hours/week

POSITION OVERVIEW

This position reports to the Executive Director and is responsible for the coordination of the capital campaign.

ESSENTIAL FUNCTIONS

- Assist in coordination of all aspects of a capital campaign.
- Collaborate with the Executive Director, Campaign Leadership and The Kellogg Organization, Inc. to implement capital campaign.
- Assist with planning and implementation of donor cultivation events as working support staff.
- Provide input and assistance in the development of communication materials to support the capital campaign.
- Provide professional assistance and interaction with donors.
- Provide database entry and reports.
- Schedule and assist with campaign meetings including taking notes.
- Provide support to volunteer leadership.
- Experience with foundation research and grant writing a plus.

QUALIFICATIONS

Education and Technical Competencies:

- Bachelor degree preferred
 - 3-5 years fund-raising experience
 - Volunteer recruitment and retention techniques
 - Donor cultivation and stewardship
 - Software applications – Word, Excel, PowerPoint, database management, NEONCRM database, spread sheets, graphics
 - Accuracy and proofreading skills
 - Effective donor record keeping
 - Demonstration of cross training and flexibility
 - Persuasive written and verbal communication skills
 - Evaluation skills
 - Relationship building
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- Customer relationship skills
- Organizational and attention to detail
- Diplomatic, professional and interactive style

In addition to the responsibilities described above, the role may include such other responsibilities, and duties as assigned from time-to-time based upon needs or requirements.

Application deadline: November 9, 2018

Apply to: Mary Ann Norbom, Executive Director

Solvang Theaterfest

P.O. Box 917

Solvang, CA 93464

Exec.director@solvangtheaterfest.org (Subject Line: Coordinator)
