



Campaign Coordinator

St. Augustine University Parish is a Newman center and parish that ministers to the University of Wisconsin-Platteville's college students, along with local parishioners, alumni, and parents. Serving hundreds of students during school year, St. Augustine University Parish has outgrown facility capacity and is currently in a capital campaign to build a larger Newman Center and chapel.

OVERVIEW

The Campaign Coordinator works closely with the Pastor, Business Manager and Director of Annual Fund to help keep the campaign on schedule and progressing with a high level of visibility and momentum that engenders a sense of excitement, optimism and confidence in achieving the campaign goal.

MAIN RESPONSIBILITIES

Major Donor Work

- ***Make arrangements for meetings with major donors:*** Work with the Pastor and development team to schedule meetings with prospective donors. This includes email and phone calls to all people involved.

Assist the Pastor and Development team in keeping the momentum for arranging meetings with donors. Make suggestions about possible meeting/engagement opportunities and is proactive in reaching out to donors.

Handle meeting responsibilities that include making reservations, coordinating schedules, providing tours of facilities and sending necessary information to donors.

- ***Prepare materials needed for major donor meetings:*** Prepare package of customized material for donor meetings.
- ***Follow up major donor meetings:*** Ensure the donor is thanked appropriately and receives the materials or follow up action promised at the meeting. Keep detailed records of the meeting and follow up actions are noted and acted upon.
- ***Conduct prospect identification and research:*** Conducts prospect research to identify prospective donors and to gather information about both new prospects and current donors.

- ***Working with the Development Team, develop and execute a communication plan for donors.***

Development Teamwork

- Work with the Pastor and development team to schedule meetings and make sure necessary materials are organized and available to the meeting. Keep accurate notes about meetings and action items. Follow up person responsible for actions items to ensure completion.
- Coordinate meeting follow ups, such as drafting notes for the Pastor to work with after the meeting.

Gift Acknowledgement and Tracking

- Ensure every campaign gift and pledge is managed seamlessly so that the donor is officially thanked within 48 hours of receiving the gift.
- Make sure each gift is credited appropriately in the database system, noting on-going pledge payments and reminders.
- Create and update campaign reports.

Communications and Public Relations Planning

- Assist in developing and executing a public relations and communications plan to keep the campaign in the public's eye and maintain momentum.

QUALIFICATIONS

- Bachelor's Degree
- Experiences in Catholic Development and/or a Capital Campaign
- Excellent interpersonal, analytical, and organizational skills
- Ability to contribute to a positive culture
- A team player with the ability to motivate others
- Commitment to the mission of St. Augustine University Parish and the Catholic Church

COMPENSATION AND BENEFITS

St. Augustine University Parish is committed to creating a culture that is supportive of learning, growth, and staff development. Our investment in staff includes

- Competitive salary commensurate with experiences
- Health Insurance
- Education Assistance/Tuition Reimbursement Program
- Housing Benefit Program
- Paid time off

TO APPLY

Submit cover letter and resume to adam@pioneercatholic.org with "Campaign Coordinator" in the subject line. Only applicants asked to interview will be contacted. No phone calls, please.