Job Description: Campaign Coordinator

Part-Time, Hourly, Contract

START DATE: Immediately

**Position Summary:** Responsible for providing comprehensive support to the Next 100 Capital Campaign, by working closely with the library’s development manager, campaign chair/committee, and executive director.

Boothbay Harbor Memorial Library is a nonprofit organization situated in the heart of Boothbay Harbor, Maine. The library is launching a two-year capital campaign to address critical building and accessibility improvements to the library and 15 McKown Street (Used Bookstore). Planned upgrades will provide 100% ADA accessibility, including an elevator, expanded children’s room, teen space, after-hours accessible community room, and allow the library to better serve the community and patrons, and support the work of its dedicated staff and volunteers.

Under the direction of the Development Manager & campaign chair, the Campaign Coordinator is responsible for assisting with the organization’s capital campaign communications and fundraising activities. This position offers a professional opportunity to serve the Boothbay Region community while enjoying a flexible schedule. The Campaign Coordinator will work both at the library and from home, and occasional travel and event attendance within the Boothbay Region peninsula region will be necessary.

**Areas of Responsibility**

**Campaign Coordination**

- Work with the Campaign Cabinet to develop campaign strategy, and set campaign sub-goals
- Provide leadership to assure that campaign communications and cultivation plans are met
- In coordination with Campaign Chair, plan and run cabinet meetings
- Prepare written materials including correspondence, agendas, minutes, and reports
- Document task assignments, track prospects and maintain timelines
- Maintain master campaign calendar, including events, to help organize and monitor campaign activity
- Prepare meeting packets, maintain lists, and support campaign volunteers and donors as needed.
- Perform administrative back-office functions to support all client and campaign activities, including maintaining an orderly filing system (both electronic and paper), and campaign status reports
- Coordinate with the Development Manager all donor stewardship (i.e., acknowledgment of gifts/pledges, ensuring thank acknowledgments happen in a timely fashion)

**Campaign Progress (In coordination with Development Manager)**

- Maintain Bloomerang donor database with a high degree of accuracy
  - Ensure that all prospect and donor records are up to date with notes, activities and follow-up
  - Enter solicitors, planned asks and other proposal information
  - Track pledge commitments and notify campaign leadership of past due pledges
- Generate reports for campaign leadership to track progress
• Assist in identifying prospects on the individual, corporation, and foundation levels
• Oversee and track naming opportunity donations
• Maintain and update campaign budget based on incoming donations, restricted or naming gifts, and adjustments from estimates to real costs.

Campaign Communications & Events

• Maintain timely email correspondence
• Update the organization’s campaign website
• Create and edit campaign communications, (follow-up letters, and newsletters)
• Manage all donor cultivation and solicitation efforts, including but not limited to:
  ○ Collection of all interactions between solicitors and potential donors and routine report out to Development Manager
  ○ Correspond with Campaign Cabinet members and solicitors as necessary to answer questions or provide reminders.
• Assist with planning the capital campaign launch and other campaign events
• Work with campaign leadership to create and distribute invitations, announcements, and other campaign communications to the public

Other duties and special projects may be assigned.

Desired Knowledge and Skills

• Two years of administrative, development or related experience
• Experience maintaining a CRM or fundraising database is preferred
• Proficiency with and Google Workspace, MS Office applications, and Wordpress
• Excellent organizational skills; including accuracy and attention to detail
• The ability to work with a high degree of personal and professional initiative, and ability to maintain confidentiality
• Maintain exemplary relationships with the library team, board, donors and external vendors
• Excellent verbal and written communication skills
• Ability to take initiative and work independently and collaboratively

Schedule and Compensation

• Temporary contract position: average of 10-20 hours per week, depending on campaign activity.
• The campaign is expected to last through September 2025.
• The hourly rate is between $23 and $25 per hour, DOE.

To Apply:

Submit a cover letter and resume to Savannah Fields, Development Manager at development@bbhlibrary.org
The position will remain open until a qualified candidate is found.