



ALBANY MUSEUM OF ART

CAMPAIGN COORDINATOR JOB DESCRIPTION

The Campaign Coordinator is responsible for capital campaign coordination, working closely with the Executive Director, campaign volunteers, and campaign counsel to manage all aspects of campaign day-to-day operations.

The Campaign Coordinator is highly organized and proactive; can work independently but also as part of a team to achieve objectives.

Campaign coordination duties include:

- Coordinate all aspects of campaign meetings and prepare all materials for prospect meetings; attend meetings as requested by the Executive Director
- Execute day-to-day management of the campaign
- Ensure that next steps are identified and tracked for all campaign prospects
- Provide volunteers and staff with necessary materials for calls and meetings (background briefings, agendas)
- Provide support in preparing written materials for campaign fundraising activities
- Provide timely and accurate campaign records and reports
- Coordinate production of campaign materials
- Work closely with business manager to ensure all funds are properly recorded and reconciled
- Track, acknowledge and report on contributions received
- Coordinate and plan volunteer committee meetings and produce meeting minutes
- Ensure that receipts and acknowledgement letters are executed in response to gifts received
- Keep good files of correspondence and other records
- Liaison with organization for special events for campaign prospects
- Track prospects assigned to volunteer and staff solicitors
- Ensure that all call reports and contact updates are recorded in donor records in database

CAMPAIGN COORDINATOR DAY-TO-DAY TASKS

1. Drafting/Writing
 - Agendas
 - Minutes/Action Items
 - Campaign memos and letters
 - Proposals
 - Acknowledgments to volunteers
2. Record Keeping
 - Campaign calendar (listing events, meetings, etc.)
 - Posting and reporting gifts and pledges
 - Campaign totals, volunteer stats, committee stats
 - Detailed minutes of all meetings in the form of Action Items
 - Files of all correspondence, gift reports, etc.
3. Coordinating Events
 - Arrange meetings (kick-offs, report meetings, etc.)
 - Prepare materials (agendas, status and summary reports, proposals, etc.)
 - Make food arrangements when necessary
 - Confirm attendance
4. Communicating
 - Keep volunteers and staff informed
 - Answer volunteer questions as necessary
 - Remind volunteers of meetings/action items
5. Preparing
 - Solicitation materials for volunteers (case statements, letter of intent, etc.)
 - Type, copy and produce all materials needed
 - Keep campaign files and update in database

The Albany Museum of Art does not discriminate based on race, color, religion, sex, national origin, age, disability, political affiliation, or sexual orientation.