

The Nature Conservancy

JOB DESCRIPTION

JOB TITLE:	Campaign Coordinator
JOB FAMILY:	Philanthropy
JOB NUMBER:	57006
FLSA STATUS:	Non-Exempt
SALARY GRADE:	4
TIER:	4

ESSENTIAL FUNCTIONS:

Provides support for campaign to raise funds for conservation programs, working principally with out-the-door fundraisers, other Conservancy staff, and volunteers engaged in the campaign. Tasks may include:

- Researching, editing and writing grant proposals seeking potential individual, corporate, and government funding.
- preparing written campaign communication pieces for solicitation and updating staff and volunteers.
- Planning and executing cultivation events for prospects and donors such as donor hikes and trips.
- research on individual, corporate, and foundation prospects for capital campaign gifts
- Scheduling and managing logistics of campaign meetings; preparation of fund raising reports, correspondence, and other written materials.
- Serving as campaign support lead for two or three fundraising staff

Frequent interaction with staff throughout the program, with vendors, and staff in other Conservancy offices.

Uses available fundraising information management systems (Team Approach and Access database) to produce donor and campaign reports.

BASIC QUALIFICATIONS:

- Bachelor's degree and 2 years related experience.
 - Experience organizing time and managing diverse activities to meet deadlines.
 - Experience working with and communicating with a wide range of people.
 - Experience coordinating projects.
 - Experience in business writing.
 - Experience in research through publicly available sources and fee-based databases
 - Experience with MS Office, Word, and Excel.
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KNOWLEDGE/SKILLS:

- Bachelor's degree, preferably in English, journalism, communications, marketing or similar field and 2 years related experience or equivalent combination.
- Experience in grant writing, researching and editing preferred.
- Superb writing, editing and verbal communication skills.
- Excellent organizational and proofreading skills.
- Ability to set priorities, organize and manage diverse activities, and meet deadlines.
- Successful experience in interviewing, researching, and compiling information from many sources.
- Demonstrated experience in MS Office, Word, and Excel. Ability to use advanced computer functions including navigating the Internet.
- Strong organizational skills and attention to detail required.
- Excellent interpersonal skills.

- Ability to organize time and manage diverse activities and meet deadlines.

COMPLEXITY/PROBLEM SOLVING:

- Coordinate multiple projects with several variables, set realistic deadlines, and manage a timeline.
- Work is diversified and may require creative and innovative thinking beyond standard practices.
- Duties require non-routine analysis, research and follow-through.
- Ability to analyze available information for the purposes of preparing reports, coordinating efforts and solving problems.
- Supervisor will resolve any problems or questions.

DISCRETION/LATITUDE/DECISION-MAKING:

- Makes sound decisions based on analysis, experience, and judgment.
- Opportunity to act independently.
- Decisions may affect other staff in program area.
- Demonstrates common sense, flexibility and teamwork.
- Tracks progress on tasks and does follow-up as needed.
- May act as a resource to others to solve problems.

RESPONSIBILITY/OVERSIGHT –FINANCIAL & SUPERVISORY:

- No direct supervision of other staff but may work in a team to complete projects.
- May work with and direct volunteers, interns, or temporary staff.
- Financial responsibility may include working within a budget to complete projects, negotiating and contracting with vendors, assisting with budget development, and meeting fundraising targets.
- May serve as a team leader for assigned projects and coordinate the work of others.
- May need to gain cooperation from individuals or groups over whom there is no direct authority in order to accomplish program goals.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Ability to work with and communicate with a wide range of people -- vendors, the public, members, donors, and other staff. Good “customer service” skills and focus.
- Provides other staff with information they need to make accurate and timely decisions.
- Communication and presentation skills; ability to persuasively convey the mission of TNC to diverse groups including donors, board members, the public and others.
- Solicit program support through clear written communications, including proposal writing and other written materials.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Work requires only minor physical exertion and/or physical strain.
- Ability to work overtime as needed.
- Occasional travel required.

Application deadline of 8/29/08. Candidates can apply by going to our career site at www.nature.org/careers

The Nature Conservancy is an Equal Opportunity Employer