



Job Title: Campaign Administrator
Position Type: Part-time (24 hours per week)
Salary Range: \$32,000
Location: Montclair, NJ
Department: Development
Reports to: Director of Development

Overview:

The Montclair Foundation was established to support not-for-profit organizations that meet health, educational, cultural, social service and quality of life needs in the greater Montclair community. It offers concerned citizens a way to assure the continuing vitality of Montclair and serves as a permanent conduit for charitable giving.

Learn more at: <https://montclairfoundation.org/>

Job Summary:

The Montclair Foundation is seeking a mission-driven, reliable, and detail-oriented Campaign Administrator to join its team to support the Director of Development in the coordination, planning, and execution of all capital campaign activities including (but not limited to) tracking donor activity, managing donor correspondence and follow-up, coordinating donor events, executing stewardship initiatives, and supporting donor relations.

Principal duties:

- Manage the administration of Foundation donations to ensure accurate recording in the CRM (Blackbaud eTapestry) and work with the Director of Development on donation imports and reconciliation.
- Evaluate the data generated from eTapestry for accuracy and independently follow through to correct errors and analyze fundraising trends
- Issue gift acknowledgement and thank you letters/correspondence
- Track pledges and issue pledge reminders and follow-up to donors as necessary in a timely manner
- Coordinate the preparation and mailing of all campaign materials, including cleaning mailing lists, mail-merging, printing, stuffing, etc.
- Process and track campaign expenditures and keep inventory of mailing materials
- Assist in the scheduling of gift request meetings, campaign cabinet meetings, and other key meetings with donors or volunteers
- Anticipate and respond to administrative questions and requests from donors and the executive team at the Foundation
- Coordinate logistics for special events including invitations, vendors, materials, media, and any other program elements
- In coordination with Director of Development, track campaign progress and next steps
- Additional duties as needed

Skills and Qualifications

- 2+ years of experience in a professional office setting
- High attention to detail with project administrative and organizational skills
- Excellent oral and written communication skills and sensitivity and acumen in cultivating and stewarding relationships
- A self-starter with the ability to problem solve, prioritize projects effectively, and deliver timely and accurate work
- Friendly and professional demeanor who can work collaboratively with others
- Sound judgment and discretion in the handling of confidential matters
- Familiarity with donor management software (CRMs)
- Proficient in Microsoft Office Suite (including mail merge and creating pivot tables)
- Experience with fundraising and/or development is preferred
- Experience with Blackbaud's eTapestry is preferred
- Experience with website content management systems and broadcast email delivery systems is preferred