



CAMPAIGN COORDINATOR JOB DESCRIPTION

Christ Church Greenwich is seeking a part time Capital Campaign Coordinator who will be an integral member of the stewardship team charged with the administration of the *Building Our Future* campaign.

The Campaign Coordinator will report to the Director of Advancement and Engagement, overseeing all parish fundraising activities. In a collaborative environment with staff and volunteers, the coordinator will manage the campaign's day-to-day operations, playing a key role in its success.

Primary areas of responsibility include:

Campaign coordination duties include:

- Coordinate and prepare materials for campaign and prospect meetings; attend as requested by leadership.
- Manage daily campaign operations.
- Track and identify next steps for all campaign prospects including cultivation and solicitation.
- Provide necessary materials for volunteers and staff (prospect research, strategy memos, briefings, agendas).
- Maintain accurate campaign records and reports.
- Update campaign volunteer manual, plan, and training materials.
- Coordinate production of campaign materials.
- Ensure proper recording and reconciliation of pledges, gifts, and funds.
- Plan and coordinate volunteer committee meetings; produce meeting minutes/action items.
- Ensure execution of receipts and acknowledgment letters for gifts received.
- Maintain correspondence and other records.
- Organize special events for campaign prospects.
- Prepare briefings for donor calls, special events, and cultivation opportunities.
- Track prospects assigned to volunteer and staff solicitors.
- Record all prospect visit reports and contact updates in the database.
- Manage marketing elements for the campaign with the marketing and communications team.

The successful candidate is highly organized, proactive, and an energetic self-starter with keen attention to detail and creative problem-solving skills. They must be able to motivate volunteers, have exceptional database management and analytical skills with



CRM systems, and possess a customer-centric mindset. Strong communication skills and the ability to build trust and rapport are essential.

Basic Qualifications

- Bachelor's Degree or equivalent experience is required
- 3+ years of relevant development experience is preferred
- 3+ years of non-profit and/or volunteer management experience is preferred

Job-Specific Skills and Competencies

- Ingrained integrity and trust with a demonstrated ability to manage highly confidential information
- An understanding of philanthropy trends and best practices
- Excellent communications skills, both oral and written
- Digital native, well-acquainted with Microsoft Office and Google suites
- Skilled at spreadsheet manipulation and formula creation
- Exceptional database management skills
- Ability to analyze, interpret, and present data
- Adept at managing a high volume of activity and multiple concurrent projects
- Ability to creatively problem solve and willingness to consider new ideas
- Knowledge of the Episcopal Church, while not required, would be helpful

Working Conditions

- Office hours expected with some flexibility to work remotely
- Ability to work evenings and weekends as needed

Compensation

- \$30 to \$35 per hour

Christ Church Greenwich

Christ Church Greenwich has over 1,800 members and an average Sunday attendance of 550 across four services. The staff includes 18 members, with three full-time priests and two part-time priest-associates. The church campus spans 14 acres and 100,000 square feet of buildings, featuring spaces for worship, hospitality, programming, and a recently renovated sanctuary. As a member of the Episcopal Church of the United States, part of the worldwide Anglican Communion, we are a welcoming and diverse denomination open to all.



Our liturgical style ranges from formal to informal, reverent, and firmly grounded in the Anglican tradition. Christ Church Music is a renowned, world-class RSCM-certified program, exemplifying the Anglican choral tradition with a rich history and global reach. The parish has vibrant children's and youth ministry programs and offers numerous Bible studies and adult formation activities. Christ Church is home to Dogwood Books and Gifts and Christ Church Preschool, accredited by the National Association of Episcopal Schools. Founded in 1960, the school has over 100 students and a staff of 18.

Process

Christ Church does not discriminate in its hiring practices, terms, or conditions of employment because of race, color, national origin, ancestry, sex, sexual orientation, gender identity and expression, age, marital status, physical disability, or veteran status.

To apply, please submit a cover letter with compensation requirements and resume to gbelshaw@christchurchgreenwich.org.