



THE WOMAN'S CLUB of MINNEAPOLIS



POSITION DESCRIPTION

Job Title: Campaign Assistant
Classification: Exempt, full-time
Reports To: Executive Director

About Us

The Woman's Club of Minneapolis (the Club) is a community of people who reflect on our times and come together to connect, learn and grow, and work to enhance the vitality and livability of the city in which our historic building is located. As a nonprofit 501(c)3 organization, the Club is also an events venue with a growing membership base. The Club was founded in 1907 by a group of extraordinary women who created a space in which to gather, connect, educate, inspire, and improve the world around them. All are welcome to be members or guests of the Club. More information can be found at womansclub.org.

About the Role

The Campaign Assistant works alongside the Executive Director (ED) and Director of Strategic Growth (DSG) on all areas related to a \$15 million capital campaign. The position is focused on development activities along with general administrative support. The Campaign Assistant is highly organized and detail oriented. Responsibilities include tracking donations and processing acknowledgements, maintaining calendars, scheduling meetings, maintaining and updating donor and prospect information, generating reports, coordinating board and committee meetings, and monitoring all communications for the ED and DSG. The role includes building relationships, frequent communications, and interactions with Club members, members of the Board of Directors, donors, and prospects.

Duties and Responsibilities

- Manage the daily schedules of the ED and DSG.
- Schedule appointments and meetings.
- Draft correspondence to donors and others.
- Organize and prepare for meetings, gathering documents and coordinate meeting logistics for up to 90 attendees.
- Manage communication: Screen and prioritize phone calls, emails, and other forms of communications. Handle inquiries, provide necessary information, and redirect or escalate as required to ED and DSG.

- Maintain CRM database including entering and updating all donor and prospect information.
- Create and generate reports for staff and committees.
- Prepare donor acknowledgement letters.
- Coordinate donor solicitations.
- Collaborate with Marketing Associate on ideas for campaign-related messaging for social media and other electronic communications.
- Assist with the preparation of presentations using various platforms.
- Support annual fundraising event.
- Back up the office/reception as needed.

Qualifications – Knowledge, Skills, Abilities

- Five or more years of experience working in development or in a senior administrative position
- Working knowledge of MS Outlook, Word, Excel, PowerPoint, Teams, and Zoom
- Experience using donor database management systems
- Excellent interpersonal, written, and verbal communications skills
- Highest level of accuracy and attention to detail
- Ability to establish and maintain positive working relationships with others
- Must enjoy working with others
- Ability to work collaboratively and independently
- Demonstrated experience in handling confidential and sensitive information with integrity and discretion
- Maintain a professional demeanor, representing the organization in a positive manner
- Must be able to work occasional weekends and evenings

Compensation

- Salary commensurate with experience \$70,000 - \$80,000
- Benefits package includes employer-matched 401K, health, dental, and paid time off

To Apply

Submit cover letter and resume to hr@womansclub.org by August 9, 2024.