

Park/Recreation Capital Campaign Administrative Assistant

The Park/Recreation Capital Campaign Administrative Assistant is a new part-time, hourly position. The position works directly with the Township Manager, Parks & Recreation Director, Campaign Consultant for the Park/Recreation Community Center project in Doylestown Township. This position will facilitate and coordinate campaign requisite logistics. These activities include but are not limited to creating a prospect/donor tracking system that incorporates activities of staff, volunteers; creates and maintains fundraising income dashboard for regular reporting purposes; established and maintains an income processing system incorporates timely and appropriate acknowledgement and recording of donations; works with Campaign Consultant and the Capital Campaign Committee to draft and fulfill campaign appeal mailings, as directed.

The capital campaign aims to raise \$1,000,000 for the Doylestown Township Park/Recreation Community Center in Central Park. This position will out of the Doylestown Township Administrative Offices, short term and employment duration will be determined by campaign needs and extend based on fund availability and campaign demand.

This position is great for an organized, highly professional, and detail-oriented fundraiser and/or event planner with a passion for project management and stewarding relationships. High energy is a bonus; sense of humor is a must! It is a great opportunity to learn and be an integral part of our team.

This position will report directly to the Township Manager and support the Capital Campaign Consultant and support the Capital Campaign Committee.

Primary Duties

General Campaign Duties

- Maintain up-to-date donor/prospect contact information, including ask amounts, target goals, next steps, etc. Proactively use information to support Capital Campaign Committee
- Create a prospect/donor tracking system that incorporates activities of staff and volunteers; document system for future staff uses.
- Create and maintain fundraising income dashboard for regular reporting purposes
- Establish and maintain an income processing system that incorporates timely and appropriate acknowledgment and recording of donations; document system for future staff and auditors.

- Work with Township Staff to draft and fulfill campaign appeal mailings, as directed by volunteers.
- Coordinate the development of campaign print and electronic collateral materials, including the coordination of their design and production.
- Organize and engage in donor cultivation, and cultivation/recognition events as appropriate.
- Provide ongoing support to the Township Manager, Parks & Recreation Director, Capital Campaign Consultant and Capital Campaign Committee, related to their campaign activities.
- Administrative Responsibilities, including scheduling, attending, and facilitating campaign meetings and maintaining all campaign record keeping.
- Other general duties as assigned.

The Township's work environment expects all employees to familiarize oneself with the organization and its history; engage respectfully with others; prioritize teamwork and collaboration; and contribute to an atmosphere of open, honest, two-way communication; and maintain a high level of professionalism in manner and appearance

Qualifications

- Minimum 3 to 5 years fundraising or event planning experience, with a proven record of success, preferably in a cultural institution
- Experience with contact or relational databases or similar contact tracking methodologies
- Ability to exercise judgement and discretion when handling sensitive and confidential information
- Demonstrated proficiency with Microsoft software (Word, Excel, Power Point, Publisher and/or Adobe Illustrator. Demonstrated knowledge of fundraising fundamentals
- Strong communication abilities – clear writing and articulate speaking ability • A proven track record of working well with others, adapting to others' work styles, and professional interactions with co-workers and/or vendors
- Strong listening skills, giving full attention to what other people are saying or asking, taking time to understand the points being made, and asking questions when appropriate
- Incredibly organized and highly proficient at keeping a systematic schedule and calendar
- Willingness to develop and implement new processes to improve work efficiency and adapt to new systems

Special Requirements

- Must be able to periodically work evenings/weekends, as required
- Must be comfortable working in an open office environment

Compensation & Schedule

Wage: \$20.00-\$30.00 per hour, DOQ

This is a part-time, hourly position with 25-30 hours per week. Employee hours will be flexible and determined in advance with the Township Manager and in reference to the campaign priorities. Occasional evenings and weekends may be required, with corresponding flexibility in weekday schedule.

Benefits: n/a

Doylestown Township is an Equal Opportunity Employer.