

Hospice of Southern Maine

Position Description

Title: Campaign Event and Fundraising Assistant

Reports to: Development & Outreach Director

Primary Location: Main Office

FSLA Class: Non-Exempt

Supervises: None

Effective Date: 12/2018

Position Summary:

The Campaign Event and Fundraising Assistant works as part of the Development and Outreach Department team to help keep the campaign appeals and events on schedule.

1. **Education:** Associates Degree required; Bachelor's degree preferred.
2. **Experience:** Minimum of 1 year experience working in a fundraising department, as a project manager, on a capital campaign, or executing events. Microsoft Office experience is required, with competency on Excel; Raiser's Edge experience preferred.
3. **License/Certification:** Valid driver's license with an automobile that is insured in accordance with state and/or agency requirements and is in good working order.

Essential Duties & Responsibilities:

1. Works with the Development & Outreach Director and Development Department staff to plan, coordinate and execute campaign events and fundraising appeals within designated time frame of capital campaign.
2. Assists team with preparing, customizing, updating and organizing materials for events, appeals, donor meetings and activities, as directed by the Development & Outreach Director.
3. Follow up from events, appeals, and major donor meetings, as needed:
 - a. Updates electronic and paper records of event attendees, donor gifts, and donor cultivation, solicitation and stewardship activities;
 - b. Maintains constituent records in the development/fundraising database, posting accurate and timely prospect and management data. Ensures integrity of the database and information.
 - c. Assists team with other event and appeal follow up actions as needed.
4. Works with the Development team to produce and execute internal communications with donors and staff, and campaign leaders.
5. Works with the campaign committee when needed to take committee minutes; prepare meeting materials, schedule and arrange for follow up meetings.
6. Provides additional administrative support for the Development & Outreach Department as needed.
7. Contributes to gift reports as necessary.
8. Assists with the general office duties and any special projects.
9. Organizes and maintains filing systems; composes, prepares and files routine correspondence.
10. Provides backup support to the Office Assistant.
11. Performs additional duties as assigned.

Other Job Functions:

The following is a list of responsibilities of this position, but is not intended to cover other related duties that this position may be required to perform from time to time.

1. Works with diverse social and economic situations without imposing own values; maintains appropriate professional boundaries.
2. Demonstrates understanding of hospice philosophy.
3. Demonstrates understanding of team approach and communication.
4. Contributes to positive atmosphere; demonstrates positive interactions with internal and external customers
5. Demonstrates ability to be a productive member of a high performing team.

HSM Job Description – Campaign Assistant

6. Provides timely and appropriate response to internal and external customer needs.
7. Participates in meetings, HSM events, quality assurance and program improvement activities as required and necessary.
8. Demonstrates knowledge and support of agency’s safety and OSHA policies. Demonstrates use of safety judgment on a case-by-case basis. Utilizes proper body mechanics and safe working techniques and reports unsafe environments/practices to supervisor in a timely manner.
9. Demonstrates understanding of HIPAA Privacy Standards and related Agency policies.
10. Demonstrates understanding and compliance with agency policies, including but not limited to, documentation, continuing education, attendance/work schedules and required HR documentation, State and Federal policies and procedures, laws and regulations.
11. Acts in a manner consistent with the Code of Conduct outlined in the Agency’s Corporate Compliance Program.
12. Demonstrates ability to use efficiently use various computer software programs, including an advanced knowledge of fundraising database; is comfortable in a distance learning environment.

Required Skills, Abilities & Knowledge:

1. Proven ability to effectively manage the design, production and delivery of mass mailings and communications.
2. Proven ability to communicate accurately and effectively, verbally and in writing.
3. Excellent time management and organizational skills to manage multiple tasks.
4. Ability to focus on accuracy and detail.
5. Flexible and reliable, self-motivated and directed.
6. Ability to focus on the objective of the position.
7. Ability to work well in settings presenting diverse physical conditions and sociocultural environments.
8. Presents as a business professional.
9. Ability to adapt to changing agency priorities.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-35 lbs.		X	
Carry		X	
Push or pull		X	
Climb	X		
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	
Handle or feel		X	
Talk			X
Hear			X
See			X
Sit, walk, stand			X
Distinguish smell/temperature	X		
Exposure to blood borne pathogens and infectious disease	X		
Exposure to hazardous materials	X		
Repetitive Motion			X

HSM Job Description – Campaign Assistant

Visual Requirements:

1. The worker deals with office and/or medical equipment at or within arm's reach.
2. Must be able to see to drive and review computer and paper documents.
3. Must be able to type to perform basic job responsibilities.

Mental Requirements: Requires the ability to plan and perform a wide variety of duties requiring general knowledge of policies and procedures. Requires judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and policy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee's Signature _____ **Date** _____