



# WE'RE HIRING!

## CAPITAL CAMPAIGN COORDINATOR

### JOIN OUR TEAM

Help build the country's first intentional intergenerational neighborhood that will connect generations and enrich the lives of all residents. Young and old will flourish as they experience purpose and belonging through caring for one another.

### CONTACT

- 📍 3440 S. High Point Rd.  
Madison, WI 53719
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- 🌐 [www.hopeandafutureinc.org](http://www.hopeandafutureinc.org)

### HOW TO APPLY

- Please send a cover letter, resume, and two fundraising related writing samples to the email address listed above by June 15th. Applicants considered on a rolling basis.

### ABOUT THE JOB

- Part-Time Limited Term Employment (12-18 months)
- Approximately 20 hours per week. Hours will vary depending on workload. Some evening and weekend work
- \$20-25 / hour depending on experience
- Room & Board Provided

### JOB DUTIES & RESPONSIBILITIES

- Support the fundraising work of the Executive Director providing administrative support
- Coordinate capital campaign activities
- Maintain donor database
- Manage communications for Capital Campaign efforts

### Fundraising Coordination - Capital Campaign

Work with Executive Director, Board of Directors, and Capital Campaign Committee to:

- Develop list of prospective donors
- Identify & implement strategies for outreach
- Cultivate relationships with prospective donors
- Arrange & coordinate donor cultivation meetings & small campaign events to include scheduling, tours, communication, follow-up
- Writing grant applications, social media & promotional content, and donor communication throughout campaign
- Ensure accurate records

### PHYSICAL DEMANDS

Ability to sit and/or stand for long periods of time.  
Ability to lift at times 10 to 20 pounds.  
Work outside of office setting.  
Good eye/hand dexterity.  
Ability to drive/must have valid driver's license.

### SKILLS & ABILITIES

- Excellent interpersonal, organizational, and oral and written communication skills
- Problem -solving & critical thinking skills
- Personal integrity, honesty, and the ability to maintain confidentiality
- Understanding of the mission, goals, and objectives of the organization.
- Passion for intergenerational relationships
- Ability to manage projects simultaneously while meeting deadlines
- Ability to think creatively, put ideas into action, and exhibit flexibility.
- Excellent computer skills