

February 24, 2022

Equal Opportunity Employer - Minorities/Women/Veteran's/Disabled

**Capital Campaign Associate**

**San Diego Regional Office – The Kroc Center**

**MISSION STATEMENT:** The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ to meet human needs in His name without discrimination.

**FUNCTION OF THE POSITION:** Assist and support the Salvation Army's capital campaigns in San Diego and provide support to the Capital Campaign Director, Officers, staff and volunteers working on securing gifts for the campaign. Prepare reports, materials, presentations and perform other support duties under the direction of the capital campaign and donor relations director.

**EDUCATION AND WORK EXPERIENCE:**

- Minimum 4-year college degree preferred and/or two (2) years related experience
- Must be able to read, write and communicate well in English

**SALARY RANGE:** \$55,000 to \$63,000 Annually DOE + benefits

**QUALIFICATIONS (KNOWLEDGE & SKILLS REQUIRED):**

- Must be highly computer literate including MS Office (Word, Excel, PowerPoint), Acrobat and be able to quickly and accurately learn and use specialized and proprietary software including donor database, website and donor research applications.
- Working knowledge of integrated database applications and ability to use new software programs with basic training.
- Must be detail oriented and take initiative to tackle complex projects and problem solve with minimal supervision and complete duties timely and accurately.
- Must be able to generate financial reports, perform and execute mail merges and mailings.
- Strong editing and proofreading skills, excellent English writing and language skills, and general attention to detail including accuracy with numbers.
- Ability to attend meetings with high level volunteers and generate meeting notes and action items.
- Employee must be able to relate to other people beyond giving and receiving instructions: (a) can get along with co-workers or peers without exhibiting behavioral extremes; (b) perform work activities requiring negotiating, instructing, supervising, persuading, or speaking with others; and (c) respond appropriately to correction from a supervisor.
- Ability to schedule and manage meetings on Zoom and in-person.
- Knowledge of office equipment and procedures.
- Maturity and ability to maintain sensitive and confidential information.

- Customer service oriented, professional and cordial when communicating with others while performing duties.

#### **DUTIES & RESPONSIBILITIES:**

**Under the direction of the Campaign Director, complete various tasks which will include, but are not limited to:**

- Create, maintain and customize campaign financial reports, cases for support, proposals, PowerPoint presentations and other campaign materials.
- Generate Capital Campaign reports using donor database, Portfolio.
- Assist in planning and executing donor cultivation and special events.
- Assist in planning and attending campaign committee preparing minutes and following up on action items.
- Maintain accurate record of donor communications using Portfolio software.
- Maintain and accurate list of naming opportunities and commitments.
- Maintain caseload files and keep a hard copy of all letters.
- Assist with implementing donor communications including, editing and preparing letters, emails, holiday cards, postcards, invitations, presentations and other communications targeted to specific donors, ensuring timely and appropriate execution.
- Export reports in Portfolio to Excel format and maintain accurate reports in Excel.
- Using Portfolio and Excel, generate lists for mailings, invitations to special and cultivation events.
- Work with staff to make sure campaign information on websites and social media is current.
- Prepare reports as directed for Capital Campaign and Capital Campaign Director.
- Forward stock donation information to THQ Gift Services when needed.
- Assist with mileage and expense reports.
- Order all office supplies as necessary to maintain efficiency in project production.
- As directed, get quotes from external vendors.
- As directed, obtain and prepare gift presentations and TSA collaterals for donors.
- Other tasks as assigned by direct supervisor.

#### **ESSENTIAL FUNCTIONS:**

- Highly skilled and efficient user of MS Office (Word, Excel, PowerPoint), donor database, and Acrobat.
- Prepares customized campaign materials and reports as directed.
- Create and maintain a record of capital campaign pledges and correspond with the Finance Department.
- Create, edit and process one-time and recurring credit card donations via Finance Web.
- Ability to perform detailed duties timely and accurately.
- Research donors on the Internet using various sources and applications and assist with the identification of best prospects based upon capacity and interest.
- Draft customized and appropriate gift acknowledgement letters, obtain appropriate approvals and signatures in a timely manner.
- Organize and manage donor cultivation events.
- Ability to sit, walk, stand, bend, squat, climb, kneel and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
- Ability to operate telephone.

- Ability to operate a desktop or laptop computer.
- Ability to lift and carry up to 40 lbs.
- Ability to access and produce information from a computer.
- Ability to understand written information.

If you are interested in the details of this position and to apply, please click on the link below. Please include your resume and a cover letter with your application:

<https://recruiting2.ultipro.com/SAL1002/JobBoard/bcc2e2d1-d94c-2041-4126-28086417eb0a/Opportunity/OpportunityDetail?opportunityId=2cec3efc-9fb9-44d9-815f-53811d699157>

Qualified applicants with criminal histories will be considered for the position in a manner consistent with the Los Angeles Fair Chance Initiative.