



October 12, 2018

CAPITAL CAMPAIGN COORDINATOR

GrubStreet, a fast-growing and dynamic nonprofit literary center with a \$3.5 million budget, seeks a Capital Campaign Coordinator. We are looking for an experienced and energetic fundraising professional to coordinate a two-year capital campaign. The Coordinator will be responsible for keeping the campaign on schedule and progressing toward the goal. The Coordinator will coordinate meetings with major donors, conduct prospect research, ensure gift acknowledgement, and manage events. This is a full-time, temporary position for the duration of the capital campaign, approximately two years. The Coordinator reports to the Director of Development (DoD).

Primary responsibilities:

- Organize meetings and follow-up with major donors, working closely with the DoD, Executive Director, Major Gifts Officer, and campaign leaders
- Prepare materials needed for major donor meetings
- Ensure gift acknowledgement and appreciation for gifts and pledges
- Ensure accurate tracking of all gifts and create updated campaign reports
- Conduct prospect research
- Coordinate the work of the capital campaign committee
- Plan and execute campaign events for major donors, as well as events for the public/community phase, with assistance from other staff
- Assist in executing a communications plan for the campaign
- Conduct direct mail and phone campaigns for the public/community phase
- Assist with securing foundation support as needed

Essential skills, experience, and qualities:

- Bachelor's degree and two years of relevant fundraising experience
- Extremely detail-oriented and organized
- Outstanding interpersonal skills
- An appreciation for and comfort with the cooperative professional nature of GrubStreet
- Self-directed
- Strong written and oral communications skills
- Experience with donor management software
- Proficient in Excel

Additional preferred skills and experience:

- Experience coordinating or assisting with capital campaigns
- Experience scheduling meetings with major donors
- Experience conducting prospect research
- Experience conducting annual fund efforts

- Proficiency in grant writing
- Experience in event planning

About the Organization

GrubStreet, the largest creative writing center in the U.S., annually engages 5,000 students – both teens and adults – in programs that range from two-hour workshops to year-long graduate level seminars at our downtown location, in Boston neighborhoods, and on-line. Our teachers are working artists who bring the highest quality instruction and mentorship to aspiring storytellers. We also host a major writers' conference each year and public storytelling events. The education and networks we facilitate foster a richer local writing scene, with a strong focus on increasing opportunities for writers of color, low-income writers, and teen writers. Our programs eliminate common barriers to participation in the arts and lifelong learning, and build community among participants.

Last year, we celebrated our 20th anniversary with a renewed focus on expanding access. We continue to increase scholarships and provide free writing programs (including bilingual classes) for adults and teens in low-income communities in Dorchester, Roxbury, East Boston, and Mattapan.

Our Mission

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

GrubStreet is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic, collaborative work environment.

Please email your resume and cover letter to jobs@grubstreet.org and please put “Capital Campaign Coordinator” in the subject line. Applications will be accepted and reviewed until the position is filled. No phone calls, please.

Position Type: Full time, including evening and weekend work.

Position Level: Professional

Position Reports to: Director of Development

Location: Boston