



JOB DESCRIPTION

JOB TITLE: Capital Campaign Assistant

REPORTS TO: Chief External Affairs Officer

FLSA STATUS: Non-exempt

DIVISION: External Affairs

SALARY: \$20.00 - \$22.00 per hour based on experience

SUMMARY:

The Capital Campaign Assistant role involves versatile responsibilities to contribute to the success of the Meals on Wheels campaign to raise funds for its new Senior Innovation Hub and Kitchen. The position encompasses volunteer coordination, acknowledgment procedures, and meticulous preparation for campaign meetings. The assistant plays a pivotal role in keeping the campaign on schedule and progressing with a high level of momentum.

The position extends beyond administrative tasks, actively participating in major donor meetings by scheduling, coordinating logistics, and ensuring follow-up on action items. The assistant is crucial in the management of small campaign events, committee meetings, and the coordination of campaign reports and naming opportunities. The role will also serve as general administrative assistance to the External Affairs Department helping with various projects as assigned.

With a strong emphasis on detail-oriented tasks, the Capital Campaign Assistant ensures effective communication with donors, volunteers, and internal staff, playing a key role in the overall success of the campaign.

DUTIES & RESPONSIBILITIES:

Prospect and Volunteer Management:

- Maintain an accurate and up-to-date roster of prospects, donors, and campaign volunteers.
- Answer telephone calls and emails for the campaign office and initiate calls and emails as necessary.

Campaign Meetings Preparation:

- Prepare for campaign meetings, including room arrangements, refreshments, announcements, RSVP tracking, and meeting materials.
- Become well-informed to address inquiries from volunteers, donors, and staff regarding the study and campaign.

**Meeting Support:**

- Attend campaign meetings, Board Fundraising Committee meetings and Gala/event meetings to record minutes and provide staff support.
- Prepare and mail report bulletins and prospect assignment sheets post-meetings.

Donor Billing and Processing:

- Organize and assist in Meals on Wheels campaign donor billing and payment processing.
- Maintain campaign files, records, and notebooks accurately.

Major Donor Meetings Management:

- Schedule meetings with prospective donors through email and phone communication.
- Coordinate meeting logistics, including dining reservations, schedules, and necessary information.
- Prepare customized and updated materials for donor meetings as directed by leadership.

Meeting Follow-up and Action Items:

- Record notes and action items from major donor meetings into donor database. Experience with Blackbaud/NXT is highly desirable.
- Follow up on action items, ensuring donors receive promised materials or actions promptly.

Small Campaign Events Coordination:

- Develop invitation lists, track RSVPs, send invitations, and manage event logistics and budget.
- Work with hosts, prepare speakers, and handle event follow-up.

Committee Meeting Management:

- Schedule committee meetings, ensure organized materials, and record accurate meeting notes.
- Follow up on post-meeting action items and provide necessary support to individuals.

Campaign Reports and Naming Opportunities:

- Maintain an updated list of naming opportunities.
- Update and ensure accessibility of campaign reports.

Major Donor Coordination:

- Work with other development staff to coordinate all contact with campaign donors.
- Ensure coordination with other ongoing fundraising and volunteer efforts, including the annual fund.

Undertake other tasks & projects as assigned.



QUALIFICATIONS:

The ideal candidate will have the following:

- Proficient keyboard skills.
- Professional telephone demeanor.
- Familiarity with word processing and basic spreadsheet applications.
- Outstanding interpersonal skills for collaboration with volunteers and donors.
- Flexible schedule for attending key campaign meetings.

REQUIREMENTS:

- Pre-Screening: Clean background check
- MOWSDC requires its colleagues to be fully vaccinated against COVID-19 (including any booster shots if required), where allowable under the law, unless they are approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents them from being vaccinated.
- Standard office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have a valid driver's license. Physical requirements include standing, sitting, typing, bending, and lifting up to approximately 35 lbs. The noise level in the work environment is moderate. Must have reliable transportation.

SUMMARY OF BENEFITS

- 160 hours of Paid Time Off (PTO) Annually - subject to the MOWSD PTO policy
- 11 Paid Holidays Annually
- Medical Insurance - Choice of 3 HMO plans+ 1 PPO through Meals on Wheels Group Plan*
- Dental Coverage & Vision Coverage*
- Life, Long-Term Disability (LTD), Employee Assistance Program (EAP)
- Flexible Spending Account
- 401 (k) plan, including up to 3% employer matching contribution.
- Hybrid Work: Option to work from home 1-day a week.

TO APPLY:

Please send your resume and cover letter to the hiring team at humanresources@meals-on-wheels.org. Applications will not be considered complete without both.

Note: *This position is considered “NON- EXEMPT” by the Fair Labor Standards Act. This organization reserves the right to revise or change duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. Meals on Wheels San Diego County is at “at-will” employer. Criminal background checks, fingerprinting, and bonding are required.*