



Job Title:	Campaign Associate	Job Category:	Management
Department/Group:	Client Operations	Exempt	Yes
Location:	Fort Worth/Dallas	Travel Required:	Yes
Position Type:	Full-Time		
Date Posted:	11/24/2020	Posting Expires:	12/22/2020

Description

JOB DESCRIPTION

M. Gale & Associates is seeking a full-time Campaign Associate to join their team in an exciting time of strategic organizational growth and implementation.

The role reports to the Campaign Director and will be part of the M. Gale operations team, sharing collective responsibility to deliver exceptional work to clients while meeting or exceeding the organization's strategic initiatives, goals, functions and process. Quality and integrity stand at the top of our client interactions and deliverables, as well as with our team of employees and associates.

The Campaign Associate will deliver fundraising consulting services to clients. As part of the Client Engagements team, the position will collaborate with employed consultants and contracted associates, and communicate directly with clients and their donors, as needed and appropriate. The position will operationalize the campaign, drawing on the talents, skills and knowledge of our team of consultants to maximize deliverables and uphold the M. Gale formula to fundraising success – within predetermined time and budget parameters for each client.

This candidate will have direct fundraising experience, a talent for building relationships both external and internal to the organization, and proven track record in raising funds in the community and exceptional attention to detail. They will have experience working with nonprofit executives, boards and donors.

ROLE AND RESPONSIBILITIES

Campaign Services

- Provide direct support for all campaign-related activities working directly with Campaign Director, Consultants and client organizations' staff to implement the campaign plan.
- Provide support and information for timely execution of campaign solicitation strategies, briefings, donor research, proposals and solicitation follow up. Ensure all related planning activity is recorded.

- Manage campaign calendar and coordinate team calendars for meetings, prepare and distribute agenda and as requested, organize individual donor visit logistics.
- Support the distribution of regular progress reports, including results to date, recent activity, priority contacts to be made and next actions.
- Help maintain client and client donor files.
- Support development, design and printing of campaign materials, reports and presentations.
- Support campaign database, data entry for the moves management process to track prospect cultivation and solicitation.
- Help write funding proposals, supporting documentation and other fundraising correspondence as needed.
- Assist with training volunteers for all campaign initiatives.
- Assist the Capital Campaign Co-Chairs and Committee with all support aspects of the campaign, including major gift packages, committee planning and meeting management and documentation.
- Coordinate or conduct appropriate meetings to resolve questions, develop meeting materials, and brief cultivation partners well in advance of prospect meetings.
- Coordinate campaign administration with the client including, reports reconciliation, gift acknowledgments, stewardship activities, campaign communications, donor recognition.
- Proven track record of customer relations and organizational processes and ability to multitask.
- Proven ability to work independently as well as collaboratively on a team, strong writing, revising, editing and proofreading skills, and the ability to maintain a high standard of accuracy and with a high level of professionalism.
- This position requires that the candidate demonstrate a belief in philanthropy and a commitment to community.

Administration

The Fundraising Campaign Associate is a member of M. Gale & Associates operations team and as such will be responsible for contributing to:

- Operations Planning, Development, and Implementation.
- Attending business, strategic, and sales or business development meetings.
- Participating in the meetings with potential clients to help prepare work for a proposed project or product through the sales process.
- Other duties as assigned or negotiated by Senior Management.

Strategy and Planning

- Work individually and cooperatively to achieve income targets across a range of revenue streams for any client or project.
- Participate in the organization as it strives to achieve new strategic initiatives through effective communication of the implementation of such initiatives to the employees and Associates being affected during a cycle of growth.

- As a member of the M. Gale & Associates Operations team, help ensure consistent client delivery, and the production of materials and team resources.

Development Practices

- Understanding of the campaign fundraising process and relationship-based fundraising practices.
- Knowledge of all areas of the fund development process beginning with acquisition and annual fund to major gifts and planned giving.
- Strong written and verbal skills, ability to create and deliver written and oral presentations.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Education: Bachelor's degree, preferably in communications, business or liberal arts related field.
- Experience: strong administration and fundraising experience in nonprofit organization(s).
- Well-developed social skills and the ability to work within all levels of an organization.
- A person with a compelling presence who empowers others to take responsibility and set high goals for themselves.
- A spirit of helpfulness that is marked by tenacity, cooperation, a willingness to "think outside the box" and leading by example.
- One who brings a sense of passion to his or her work, a commitment to M. Gale & Associate's mission to improve non-profit organizations and a dedication to excellence.
- Comfortable in all types of social settings and able to interact with a wide range of constituencies.
- Knowledge of computer operations and software products including Word, Excel, Power Point, Outlook, M. Gale uses Microsoft 365.
- Must demonstrate strong writing skills.
- Ability to work flexible hours, including occasional evening and weekend work; travel as required to ensure client satisfaction and deliverables.

PREFERRED SKILLS

- 4+ years' experience in executive management and fundraising
- Evidence of continued professional career development
- Experience with donor database software and/or sales software is helpful
- Certifications - Certified Fundraising Executive, (CFRE), preferred but not required
- Member of professional organizations relevant to career advancement, i.e., Association of Fundraising Professionals (AFP)

PHYSICAL REQUIREMENTS

- Ability to Travel Independently
- Keyboarding Skills
- Occasional Light Lifting 10-15lbs
- Must have dependable transportation for client meetings/events and other job-related activities.