

you will primarily provide administrative leadership and support for the capital campaign, but also provide administrative support for the building project.

The specific duties and responsibilities of the position follow below.

### **Duties and Responsibilities**

1. Track, record, and report campaign donations and pledges for the duration of the campaign using ShulCloud.
2. Create and manage donor recognition and stewardship systems using ShulCloud and other Temple software to support the implementation of campaign,
3. Liaise with designers on the design and production of campaign fundraising materials.
4. Provide administrative support to the Marketing and Communications Committee in the execution of the Campaign Communications Plan.
5. Track and input campaign donor communications and activities on ShulCloud.
6. Provide administrative support to volunteer canvassers as they make campaign asks.
7. Work in collaboration and provide administrative support to the campaign voluntary leadership and liaise with the campaign consultant.
8. Track, and report campaign budget activities, reconcile with bookkeeper records.
9. Manage campaign files for retrieval, prepare minutes from the Building Steering Committee meetings.
10. Other related duties.

### **Competencies and Personal Suitability**

Essential: