



Job Description: DEVELOPMENT / CAMPAIGN COORDINATOR

Andrews Research & Education Foundation (AREF) is seeking a Development / Campaign Coordinator. The person in this role is responsible for implementing, supporting and tracking AREF donor engagement strategies. Coordinates annual fund development activities and provides support for major gift campaigns. Provides operational and administrative support to the AREF Executive Director.

AREF is the research and education arm of the Andrews Institute. All efforts of AREF are under the leadership of internationally renowned orthopedic surgeon Dr. James Andrews. The goal of AREF's research and educational initiatives are to provide evidence-based best practices for injury prevention, injury treatment, return to play or work rehabilitation programs, and increased performance. AREF's programs provide service to a wide range of clientele including athletes at all levels, the general population, physicians, rehabilitation professionals, health providers and injured warriors.

AREF is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

CAMPAIGN COORDINATOR RESPONSIBILITIES

OVERVIEW

The Campaign Coordinator works closely with the Executive Director, Campaign Consultant and Campaign Committee to help keep the campaign on schedule and progressing with a high level of visibility and momentum that produces a sense of excitement, optimism and confidence in achieving the campaign goals.

Major Duties:

Major Donors

- Arrange meetings with major donors: Work with the Executive Director, Campaign Consultant and campaign leaders to schedule meetings with prospective donors. Handle meeting responsibilities including making lunch reservations, coordinating schedules with a staff person for a tour of the facility, sending meeting confirmations, sending any necessary information to the donor prior to the meeting.
- Prepare materials needed for major donor meetings as directed by the Executive Director and Campaign Consultant.

- Follow up from major donor meetings. Responsible for follow up action from the meeting. Ensure that records of the meeting are documented and follow up actions are noted.
- Conduct prospect identification and research to gather information on both new prospects and current donors at the direction of the Executive Director and Campaign Consultant.
- Work with the campaign committee to develop and execute a communication plan for donors.
- Conduct mini feasibility study interviews with donors
- Plan and execute campaign related events as requested.

Campaign Committee

- Work with the Executive Director and Campaign Consultants to schedule committee meetings and ensure necessary material is organized and available at the meeting. Attend all meetings and keep accurate notes. Follow up with each committee member reminding and clarifying with them what they have agreed to do and provide them whatever they need to complete the task.
- Responsible for any meeting follow up, such as drafting notes for the Executive Director and Campaign Consultant of meetings.

Gift Acknowledgment and Tracking

- Ensure that every campaign gift and pledge is managed seamlessly so that the donor is officially thanked within 48 hours of receiving the gift and thanked by other members of the campaign team.
- Make sure that each gift is credited appropriately in the accounting system, noting any on-going pledge payments and reminders.
- Update the campaign reports and have current campaign reports easily accessible.
- Maintain an updated list of naming opportunities.

Campaign Reporting and Coordination

- Develop and maintain an accurate report of campaign progress to date.
- Coordinate with Executive Director to make sure that the all contact with campaign donors is coordinated so as not to conflict with other fundraising and volunteer efforts.

Communications and Public Relations Planning

- Assist in developing and executing, with the Executive Director and Campaign Consultant, a public relations/communications plan to keep the campaign in the public's eye and to maintain its momentum.
- Support the Executive Director, Campaign Committee and Consultant in planning and implementing a campaign strategy and correlating public messaging.

QUALIFICATIONS FOR POSITION: Summary of required and preferred education, experience, knowledge skills and abilities.

Minimal Qualifications:

Bachelor's Degree
Proficient in common office software (Word, PowerPoint, Excel, database administration, and website administration)
Excellent verbal and written communication skills
Ability to handle several tasks at once
Function well as a team-member

Preferred Qualifications:

Work experience in development and/or fundraising
Work experience in development and/or fundraising related to sports medicine or other medical field
Proficient in DonorPerfect software

Application Process: A complete application consists of:
Cover letter describing the candidates experience that addresses the duties and qualifications for the position of Development / Campaign Coordinator.

Resume or curriculum vita including education, past work experience and title, address, phone number and email of at least three individuals who can speak to the candidate's potential for success in this position.

The position is open until filled. First consideration will be given to complete applications received on or before December 7, 2018. Early response is encouraged. Only complete applications will be considered. Submit applications and questions to the email below.

c/o Dr. Steve Fleck, Search Committee Chair
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