



# SOCIAL JUSTICE AND PEACE

THROUGH INTERFAITH  
UNDERSTANDING AND COOPERATION

PO Box 1221 | Olympia, WA 98507

[Interfaith-Works.org](http://Interfaith-Works.org)

## **Interfaith Works Campaign Assistant Position Description**

Interfaith Works (IW) is seeking a Campaign Assistant to work closely with the Executive Director, Board of Directors, and volunteers to raise funds for a comprehensive fundraising campaign. The Campaign Assistant must be comfortable in a fast paced environment, with changing conditions and multiple partners. It is imperative that the Campaign Assistant demonstrate professionalism, with good interpersonal abilities, communications and political savvy, and excellent time management and organization skills. Someone who is entrepreneurial and self-starting, with the ability to both work independently and as an integral member of a diverse team, and possessing solid team skills will serve this position well. An active commitment to anti-oppression, diversity, equity, and inclusion is expected.

Interfaith Works is a flexible, supportive, and employee centered organization. We show up, work really hard, and we do our best to always encourage each other's healthy work life balance, and self preservation practices. We aim to foster an environment of support and care for one another and the vital work we do.

### Job Responsibilities

- Work with IW ED, BOD, Grant's Team and campaign volunteers to steward donors to the Raise The House Comprehensive Campaign.
- Provide overall fundraising campaign support and organization, to include but not limited to: strategy development, planning and implementation; prospect pipeline development and tracking; marketing and communication strategy and collateral materials development; task assignment, direction and coaching; timeline management; and evaluation and reporting under the direct delegation of the Executive Director.
- Dedicate sufficient time for the identification and cultivation of new donors with the capacity for making leadership and major gifts investments, transitioning these prospects to the portfolios of key staff and volunteer leaders as appropriate.
- Offer fundraising coaching and resources for key staff and lead volunteers as needed, supporting their relationship building and fundraising efforts.
- Contribute to a positive, inclusive and supportive team environment, and demonstrate the values of respect and cooperation in all relationships.
- Lead campaign committee meetings, create cultivation opportunities and solicitation briefings and ensure appropriate campaign donor stewardship.
- Oversee the campaign communications timeline, and develop communication materials in partnership with the graphic designer.
- Develop and maintain a moves management system to track campaign and major gifts progress.
- Oversee campaign event planning and coordination around stewardship and recognition plans.
- Oversee campaign gift documentation and acknowledgment process to ensure personal, timely, and appropriate recognition of support, including monthly reconciliation with the Business Office.
- Other duties as needed, to support the whole Campaign team in the long term development goals of Interfaith Works.

## Key Attributes and Qualifications

- Bachelor's degree or equivalent experience in a related field.
- Demonstrated experience in fast-paced, detail-oriented development dept and/or project management, with a track record of success.
- Experience conceptualizing, writing and coordinating advancement materials.
- Superb organization and project management skills, with the ability to create long term strategies and execute on short term deliverables.
- Track record of confidentiality and discretion.
- Experience with or interest in Interfaith Works Homeless Services and local philanthropy.
- Strong interpersonal and intrapersonal skills. Must be an active listener and open-minded collaborator.
- Must possess a growth mindset and a nimble and flexible attitude.
- Working knowledge of Google's G Suite and Microsoft Office products required. Experience with Wordpress, Weebly, or an equivalent web based platform needed.

The Campaign assistant is a contract position to begin June 16, 2022 and culminate with the completion of the campaign 12/31/22. The amount of hours worked per week will vary depending on campaign activities. It is estimated that an average of 65 hrs/month will be required to complete the tasks. Contracted rate of \$20-\$25/hr DOE, plus travel, to be capped at 80 hours a month.

Interested parties should send;

- Resume
- Cover letter
- List of references
- A one page description/timeline of fundraising work done and funds raised

Please send to: [meg@iwshelter.org](mailto:meg@iwshelter.org), and [ivy.ayers@interfaith-works.org](mailto:ivy.ayers@interfaith-works.org)