



**HURRICANE ISLAND
OUTWARD BOUND SCHOOL**

*Position: Development & Campaign
Coordinator*

Location: Camden, Maine

Reports To: Development Director

FLSA: Exempt

Date Updated: January, 2019

JOB DESCRIPTION

Organization Summary

Outward Bound is a non-profit adventure-based educational organization with programs that inspire self-discovery and character development and builds self-confidence and essential teamwork and leadership skills. Outward Bound's mission is to change lives through challenge and discovery.

The Hurricane Island Outward Bound School (HIOBS) operates extended wilderness courses in Maine, Florida, Bahamas, and Central and South America. As one of 11 independent Outward Bound Schools in the US, HIOBS represents one of the top educational brands in the nation. In 2014 HIOBS celebrated 50 years of dynamic programming in the United States.

Position Summary

For the first 18 months, this hybrid position will split time evenly between the Development department and annual fundraising needs and working with the Campaign Director in supporting the upcoming capital campaign. Various aspects of the job description will have overlapping duties, but many of the duties required will be specific to each department. After approximately 18 months, this position will become a full-time Development Coordinator.

The Development & Campaign Coordinator splits time evenly between the Development Team and Capital Campaign. He/she supports the Development team in all areas of its fundraising efforts, has responsibility for the day-to-day administration of the Development Department including gift entry and record keeping, and reports to the Development Director. He/she will also establish and maintain the campaign office to serve a volunteer driven campaign. She/he has responsibility for the day-to-day administration of the Campaign Office. The position reports to the Campaign Director and works closely with the Campaign Committee, Board of Directors, Staff, and campaign volunteers.

This position is for 40 hours/week, Monday to Friday, with some flexible scheduling for evening and early morning meetings. Work must be completed in the Camden Office of HIOBS.

Development Team Duties & Responsibilities:

- Manage & Maintain the donor database, keeping accurate information on all donors and gifts.
- Process donations and payments in the donor database daily and make bank deposits.
- Implement a gift acknowledgement, processing, reporting and filing system. Generate all acknowledgement letters, gift receipts, and pledge reminder notices.
- Maintain accurate database and hardcopy files.
- Assist the DD with reporting (monthly, quarterly, annually) on various KPIs for the Annual Fundraising performance.
- Provide Development team with accurate, timely data to inform and structure various types of campaign efforts.
- Manage mailing process of annual direct mail & digital appeals, including the generation of mailing lists, working with printer, etc.
- Assist with correspondence to donor prospects including corporate and foundation proposal submissions.
- Prospect Research.
- Assist with Board Development Committee meetings, including taking committee meeting minutes and sending them to committee members in a timely fashion.
- Support events, particularly the AGM.

**Essential Duties
and
Responsibilities****Campaign Duties & Responsibilities:**

- Create and maintain all electronic and hardcopy files pertinent to the campaign – constituent, pledge/gift management, chronological, correspondence, volunteer, etc.
- Prospect research.
- Prepare all campaign division, volunteer assignments', campaign summary reports and transmittal forms.
- Maintain an alphabetical file of copies of all pledge cards, acknowledgement letters, receipts and reminder notices.
- Execute a variety of correspondence, reports, bulletins and publicity releases assigned by the Campaign Director.
- Assist with grant proposal submissions.
- Assist, as assigned or requested by the Campaign Director with the organization, implementation, and completion of the various soliciting divisions and events.
- Assist with a variety of correspondence and supporting materials to campaign volunteers.
- Assist with meeting arrangements. Attend meetings and take and circulate minutes or action memos.
- Coordinate and organize, as requested by the Campaign Director, and assisted by other staff, with business and social functions relating to the campaign.
- Maintain inventory and order adequate office campaign campaign supplies.
- Distribute monthly reports to Campaign Director, Campaign Treasurer and Executive Director on the campaign budget.

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- Assist the Campaign Director with the compilation of all printed campaign materials' and other associated material for Final Report creation.
 - Other duties upon request.
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Knowledge and Skills

- The ideal candidate will be a detail-oriented problem solver who enjoys database work and research.
 - General office work experience and strong organizational and database problem-solving skills.
 - Must be able to prioritize work; work well under pressure, and handle multi-tasks and responsibilities.
 - Attention to detail is fundamental.
 - Must have demonstrated communication skills especially writing, keyboarding, and proofing.
 - Must be able to keyboard accurately, have some knowledge of bookkeeping as it relates to recording of pledges, donations, and campaign expenses.
 - Must have solid experience with, and demonstrated capacity in database software, Microsoft Word, and Excel.
 - Knowledge of non-profit organizations is helpful.
 - Ability to maintain confidentiality is essential.
 - A sense of humor is important.
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Compensation

- This is a full-time, hourly position with a competitive benefits package.
 - Wages are commensurate with experience within a range of \$15-\$19/hour+.
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Application Instructions

Qualified applicants should submit a cover letter, resume, and three references to: jmaher@hiobs.org.

Preference given to applications received by January 31st.
