**CAMPAIGN ADMINISTRATION**

A Campaign Administrator, reporting to the Director, will staff the campaign.

Project administration includes:

\* Maintenance of campaign records

\* Financial responsibilities, banking, deposits, etc.

\* Data and word processing...correspondence

\* Maintenance of prospect and mailing lists and prospect assignment system

\* Preparation and maintenance of pledge cards

* Assembling campaign literature

\* Typing and mailing of solicitation proposals

\* Pledge acknowledgements and reminder system

\* Preparation of campaign reports and projections

\* Distribution of campaign newsletter

\* Recording minutes of Steering Committee and other campaign committees and Divisions

**JOB DESCRIPTION**

Position Description: **Campaign Administrator**

Reports to: **Campaign Chair**

Responsibilities and duties:

\* Full knowledge of campaign strategy and structure

\* Maintain contacts with volunteers

\* Campaign administration includes:

- Establishing office procedures

- Maintaining campaign records

- Financial responsibilities, banking, deposits, etc.

- Maintaining and monitoring campaign schedules and tasks

- Coordinating collection procedures and financial record keeping

- Preparation of campaign reports

- Campaign correspondence

- Maintaining prospect lists

- Facilitating scheduling of contacts with prospects

- Assembling and distributing campaign literature

- Typing and mailing of solicitation proposals

- Monitoring volunteer efforts

- Overseeing and monitoring special events

- Recording meeting minutes

- Sending pledge acknowledgements and payment reminders

- Preparing and distributing campaign newsletters

The Campaign Administrator should be a people person...well organized, an excellent communicator.

This individual must be able to work effectively with a broad range of volunteers.