

July 21, 2010

Campaign Coordinator

To leverage strong momentum and build for the future, **Mount Mary College** is seeking talented professionals to join its External Relations team. Individuals with an interest in mission-driven higher education and the challenges of fast-paced campaign work are encouraged to apply for the following newly created position of **Campaign Coordinator**.

RESPONSIBILITIES:

The Campaign Coordinator, reporting to the Campaign Manager, assists with all aspects of the Mount Mary College comprehensive campaign, including preparation of materials for prospect and benefactor communications, event support and staffing, and preparation of internal reports. This position provides administrative and clerical support to the Campaign Manager.

This position is 20 hours per week with the possible option of full-time.

DESCRIPTION OF DUTIES:

Manage the campaign administration budgets.

Assist with scheduling and materials preparation for Campaign Committee.

Perform data entry for biographical and contact information in the database system in collaboration with Development colleagues.

Coordinate production of reports/binders/emails for Presidential and Campaign Committee reporting.

Working in conjunction with the Special Events Coordinator, assist with all aspects of events in support of the campaign for the purposes of cultivation or stewardship of major prospects. Duties may include executing all details of event logistics (venue, décor, program timeline and rehearsal, menu, seating, etc.).

Essential Qualifications:

- Significant aptitude and experience with computers, Microsoft Office suite, and relational databases
- Ability to exercise independent judgment in solving problems
- Strong written communication skills and a clear, concise writing style
- Strong interpersonal skills and ability to communicate effectively and efficiently with co-workers and College constituents
- Understands and affirms the mission of Mount Mary College and the School Sisters of Notre Dame
- Excellent attention to detail and deadlines and strong organizational skills
- Associate's or Bachelor's degree

Three years or more experience in office coordination. Previous experience in a college or private secondary school development office and / or working with a volunteer-based organization is a plus as is prior experience in events planning or fund raising.

Mount Mary College practices equal opportunity employment as part of our ongoing

commitment to diversity in our workplace. For confidential consideration please send cover letter, resume, and names of three professional references to:

Mount Mary College

Attn: Human Resources

2900 N. Menomonee River Parkway

Milwaukee WI 53222-4597

Email: hrads@mtmary.edu

Fax: 414-443-3603