



**MOHONK PRESERVE**  
P.O. Box 715  
New Paltz, NY 12561-0715  
Visitor Center 845-255-0919 fax: 845-255-5646  
Daniel Smiley Research Center 845-255-5969 fax: 845-255-1018  
[www.mohonkpreserve.org](http://www.mohonkpreserve.org)

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## **JOB DESCRIPTION CAPITAL CAMPAIGN & ENDOWMENT COORDINATOR**

Job Classification: Program Associate; Regular; Exempt

Time: Full-time – 100%

Responsibilities: Under the direct supervision of the Director of Donor Relations (DDR), the Capital Campaign & Endowment Coordinator (CCEC) is responsible for implementation related to the Foothills Capital Campaign and the Endowment Giving Program. The CCEC supports the Preserve's DDR, VP & Chief Development Officer, President & CEO, and Board Members on capital campaign and in endowment solicitations. It is the CCEC's role to keep the campaign and endowment giving program on schedule and progressing with a high level of visibility and momentum, engendering a sense of excitement, optimism and confidence in achieving the campaign goals.

### Capital Campaign Duties (70%):

- In conjunction with DDR and VP & Chief Development Officer (VPCDO), develop a timeline for the campaign.
- Track and communicate campaign milestones.
- Manage and organize all elements of the capital campaign, including pipelines, prospect tracking, strategy, task assignment and maintenance of timelines.
- Schedule regular campaign committee meetings and takes minutes, records action items discussed.
- Research and identify prospects.
- Schedule solicitation meetings, prepare talking points, assemble presentations, and handle full meeting prep for key Development staff, Board members, and campaign committee members.
- Serve as solicitation team member as appropriate.
- Oversee acknowledgement of all campaign gifts and pledges, and undertake the preparation of pledge payment reminders and pledge agreements.
- Writes campaign correspondence including solicitation proposals, meeting requests, and meeting follow-up.
- Maintains master campaign calendar to maximize cultivation events and keep campaign committee on track.
- Organizes and monitors committee assignments and follow-up, and assists in all aspects of campaign-related events.

### Endowment Giving Program (20%)

- Coordinate prospect research and prioritizes segmented endowment prospect list with Director of Donor Relations.
- Help develop and enhance endowment giving programs, including traditional endowment giving, named endowments, memorial naming opportunities, etc.
- Collaborates efforts with DDR at the nexus of planned giving and endowment giving.

- Maintain confidential paper and electronic donor files for Endowment Giving Program.
- Work with Marketing and Communications staff to develop informational materials on endowment fund and memorial naming opportunities.
- Schedule donor visits for DDR, VPCDO, and President & CEO.
- Help to prepare packets for donor visits and outreach and ensures timely delivery of information to solicitors.
- Ensure important donor information and interaction is promptly entered into the donor database.
- In collaboration with the Special Events Manager, coordinate small events to unveil named memorial gift elements (benches, viewsheds, etc.)
- Ensure that every campaign gift and pledge is promptly acknowledged and personal donor thank you protocol is executed by members of the Development team.
- Make sure that each gift is credited appropriately in the donor database, noting any on-going pledge payments and reminders.
- Maintain an updated list of available naming opportunities.

Development (10%):

- Identify donor prospects and cultivate donor relationships.
- Record all donor interaction in donor management database.
- Participate in all Development team meetings and contributes to all team projects as necessary/appropriate.
- Assist with and staff Preserve special events as necessary/appropriate.

Perform other duties as assigned by the DDR and the VPCDO.

Qualifications:

- Bachelor's Degree required.
- Minimum five years fundraising experience relevant to the responsibilities.
- Ability to manage multiple projects at a time and to lead, as well as function as a team member; shows individual initiative and self-motivation.
- Donor management database experience a must, Raiser's Edge preferred.
- Superior computer and file management skills required. (MS Office, Excel, Word, Outlook, Access, PowerPoint, etc.).
- Ability to handle confidential donor information discreetly a must.
- Must communicate well with staff, Board members, volunteers and funders at all levels and be able to present & explain projects efficiently and clearly.
- Exemplary oral & written communication skills.
- Driver's license required.
- Willingness to work irregular hours, including some weekends, evenings, and/or holidays.