



## JOB POSTING

**Position:** Campaign Coordinator  
**Reports to:** Director of Development  
**Department:** Development  
**Position Type:** Temporary Full-Time, Hourly, Non-exempt  
**Salary Range:** \$24.00/hour  
**Benefits:** Eligible

### Summary of Position:

The Campaign Coordinator is primarily responsible for the administrative activities of the campaign. This is a full-time, temporary position, running potentially from February 2021 through at least January 2024. The Campaign Coordinator will be aware of and involved in all aspects of the capital campaign and will work closely with the staff and volunteers to execute a successful campaign. The work will include monitoring activities and strategies for donors and volunteers; research and tracking activities for prospects and donors; organization, production and maintenance of campaign materials and data; coordination of committees and volunteers; planning and managing campaign-related meetings and events; and other duties as assigned.

The Campaign Coordinator often operates independent of direct supervision with situations that are both routine and non-routine and require organization, prioritization, creative and independent thinking, initiative and excellent customer relations skills. Major decisions are subject to the review and approval of the Director of Development.

### Core Responsibilities:

- Maintain a system to manage and track activities of campaign cabinet portfolios
- Work with and supports the efforts of campaign cabinet
- In coordination with the Director of Development, write and produce campaign materials including, letters, reports, newsletters, presentation pieces, and other materials as needed
- Assist with planning and execution of campaign events
- Schedule campaign visits and appointments on behalf of campaign cabinet and key staff
- Conduct research to gather background information on potential campaign donors and produces prospect profiles for campaign cabinet
- Manage mailings of capital campaign materials to staff, cabinet, consultants, prospects and donors
- Communicate regularly with key staff and volunteer leadership about significant changes in campaign plans
- Gather statistics and other data for reports
- Track all campaign related expenses
- Set up meetings; send meeting notices; confirm attendance; record and distribute meeting minutes

- Enter prospect for campaign cabinet portfolios into donor database (Altru) and run reports as needed
- Create and maintain all computer and hard-copy files and data pertinent to the capital campaign
- Maintain confidentiality of all campaign and Foundation information, records and files
- Maintain successful interpersonal relationships with campaign prospects, donors, volunteers and staff
- Participate in the museum's Diversity, Equity, Inclusion and Access (DEIA) trainings and bring a DEIA lens to TAM's Membership & Annual Giving strategies
- Perform other duties as assigned

**Absolutely Required Skills/ Knowledge/ Ability/ Experience or Education:**

- Bachelor's Degree from an accredited institution preferred OR equivalent demonstrated non-profit fund development experience
- Two years' experience in non-profit fund development
- Demonstrated computer expertise for word processing, spreadsheets, printed materials, and database management systems
- Excellent organizations skills, detail-oriented and able to balance priorities
- Excellent verbal and written communication skills
- Excellent follow through and a general sense of urgency
- Ability to develop and manage numerous tasks simultaneously
- Ability to work efficiently under pressure and meet deadlines
- Ability to set priorities and use good judgment
- Ability to understand, interpret and follow oral and written instructions
- Ability to maintain positive work relationships with a diverse group of stakeholders
- Ability to be sensitive and show positive regard and empathy for others
- Demonstrated commitment to supporting the museum's Diversity, Equity, Inclusion, and Access (DEIA) framework
- Ability to work within and maintain the museum brand values: innovative, passionate, civic-minded, gracious, approachable

**Desired Skills/ Knowledge/ Ability/ Experience or Education:**

- Experience with Blackbaud Altru database
- Familiarity with regional funding community

**Travel, Working Conditions, Physical Requirements and Environment include:**

- Occasionally may be required to work evenings and/or weekends
- Under "stay at home" conditions, this is a work from home position. Under normal circumstances, this is an in-office full time position. However, following a probationary period, positive review, and approval from Director, this position will have the opportunity to work a percentage of required hours from home on a regular basis so long as performance does not suffer as a result.
- Must be able to perform job duties at a workstation and/or a computer screen for majority of the workday
- There is occasional need to stand, stoop or walk for long periods of time.
- Frequently reaches with hands and arms and uses hands and fingers to handle objects and operate tools, machinery, computers, and/or controls.

- Ability to lift objects (up to 25 pounds) and perform other similar actions during the course of the workday.
- Continuously exchanges information through listening and talking with staff, volunteers and individuals in the community
- Some local travel, less than 5% of work hours

### **To Apply**

Please email a succinct cover letter, resume, and application to [HR@TacomaArtMuseum.org](mailto:HR@TacomaArtMuseum.org).

- Include “Campaign Coordinator: First Name Last Name” in subject line.
- No phone inquiries, please.

### **CLOSING DATE:**

**RESUME REVIEW WILL BEGIN IMMEDIATELY. POSITION IS OPEN UNTIL FILLED.**

Tacoma Art Museum is an Equal Opportunity Employer

Tacoma Art Museum strongly encourages applicants from members of groups underrepresented in careers related to museums and the visual arts.

### **About Tacoma Art Museum**

Tacoma Art Museum is a public-spirited institution that champions a dynamic and complex approach to exhibitions. The museum’s passionate staff are driven by the mission of connecting people through art, empowering visitors to create meaning with artworks through innovative interpretive and programming strategies. Named by USA Today as one of the “Top 10 Great Places to See Art in Smaller Cities,” the museum has developed a reputation for presenting art in a thought-provoking yet accessible manner with a strong commitment to Northwest art.

Founded in 1935, TAM has strong roots in the community. Along with five other nearby museums and neighboring University of Washington at Tacoma, TAM anchors Tacoma’s lively downtown core.

### **About Tacoma**

Located in the beautiful Pacific Northwest, Tacoma is known as the City of Destiny, a city that has always marched to the beat of its own drum. Close enough to Seattle to take advantage of everything a major metropolis offers, Tacoma is its own distinctly unique and actively engaged community with a clear love of the arts.

Diverse individuals and families continue to invest in Tacoma for its charming historic neighborhoods, schools, parks, waterfront, and amenities. You’ll find the beaches and forests of Puget Sound ideal to bike, run, hike, and paddle – including the nearby Mount Rainier. In addition to sports, theater and other cultural offerings, Tacoma is home to a growing restaurant and pub scene that’s made national press. The thriving Tacoma Museum District lines the downtown core and showcases some of the nation’s best collections. Tacoma is a great place to call home.

