



LOWELL YOUTH SPORTS FOUNDATION

LowellYSF@gmail.com

Mailing Address: PO BOX 292, Lowell, MI 49331

Property Address: 12031 Foreman St. SE, Vergennes Township, MI 49331

FUNDRAISING CAMPAIGN COORDINATOR

Position Type:	Remote, Hourly, Part-time; Contract Freelance
Level/Salary Range:	\$20/hour
Reports to:	LYSF Board; Primary contact Ross Hinkle
Requirements:	Regular, reliable internet access; intermittent local travel (West Michigan)

ROLE SUMMARY

The Fundraising Campaign Coordinator is responsible for executing the day-to-day operations of all Lowell Youth Sports Foundation capital campaign activities. This position works in close collaboration with the Board, Campaign Co-Chairs, and Volunteers. Remote, part-time professional position, averaging 10-20 hours per week with occasional night/weekend hours.

Essential Functions include (but are not limited to):

- Coordinate campaign fundraising activities for volunteers and staff
- Create all materials related to internal planning sessions including agendas, reports, budget updates, campaign updates, letters (solicitation and recruitment of campaign leadership)
- Oversee the creation of additional campaign materials as needed (flyers, presentations, etc.)
- Provide support/ follow-up / reminders to fundraising leadership committee
- Manage volunteer leadership communications, solicitations, and committee meetings
- Coordinate prospect lists and manage donation documentation and ongoing updates
- Manage gift acknowledgement, data, and donor and volunteer correspondence with other staff
- Coordinate campaign events including logistics, committee recruitment and management
- Coordinate and assist in the development of communication pieces, particularly e-blasts and social media pages yet to be developed
- Execute administrative functions for the Board of Directors by creating meeting agendas, sending calendar invites and notices, capturing minutes
- Maintain organizational data in the donor database (currently Excel) with consistency and attention to detail for all donor and gift entries. Manage database operations including data entry, gift recording and acknowledgments, gift reporting, and regular data hygiene.

Qualifications:

- Bachelor's degree and proven fund development and capital campaign experience preferred; Strong project management skills highly valued
- Experience working with high-level volunteers in a fund development setting
- Demonstrated ability to handle donor interest and personal information with tact and sensitivity, in a confidential manner
- Ability to work collaboratively with a team or independently for extended periods of time

- Strong service-oriented mindset
- Excellent organizational skills, with accuracy and attention to detail
- Working knowledge of Microsoft Office, donor database software, social media tools, and comfort with technology
- Professional presentation, with excellent verbal, written, and interpersonal communication skills, and an energetic and engaging personality
- Ability to set and meet realistic goals, establish work priorities, organize people and materials to reach goals, handle pressure well, and evaluate and report results
- Ability to multi-task while handling work expectations including telephone, basic office machines, reading, writing, typing, computer/data entry, and some travel

Notice: The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified, and may change at the discretion of the LYSF Board.

If interested, please email your resume and cover letter to LowellYSF@gmail.com. Thank you!