



G R A C E H O U S E
ministries, inc.

giving hope to girls in crisis

JOB DESCRIPTION

TITLE: Capital Campaign Assistant

REPORTS TO: Development Director

Since 1992, Grace House Ministries (GHM) has provided stable, Christian homes to Alabama girls in foster care with the commitment to developing mature, Godly women. Our 8 property residential campus in Fairfield, AL can serve up to 40 girls ages 6-21. By providing 24/7 family care, a quality education, and services that extend beyond high school, Grace House works every day to break the generational cycles of poverty and abuse that are so prevalent in the lives of the girls that we serve. Our staff is committed to making a difference in the lives of girls that call Grace House home.

The Board of Directors has approved a \$3.65M capital campaign to expand our operations so that we may serve more girls in Alabama foster care. Grace House seeks a Campaign Assistant to ensure the organization of campaign activities and support the staff in accomplishing goals set forth by the campaign.

POSITION SUMMARY: The Campaign Assistant supports GHM Executive Director and Director of Development, Campaign Counsel, and campaign volunteer leadership (Campaign Co-Chairs, Campaign Committee volunteers) in coordinating the Campaign. This position is temporary and full-time for a minimum of 18 months with possible extension. Duties include day-to-day administrative and operations support to the campaign plan as directed by the Director of Development and/or Campaign Counsel.

Primary Responsibilities include administrative and operations support to the capital campaign process and to the staff, consultants and volunteers, prospect identification and research, data entry, reporting, gift acknowledgement, proposal packet assembly, logistics for prospect site visits and campaign meetings.

Skills, Qualifications and Attributes desired include excellent administrative skills and knowledge of computer word processing, spreadsheets (Excel) and fundraising software Sales Force. Experience in a fundraising campaign or nonprofit organization is desired and helpful. Willing, helpful, positive, and enthusiastic attitude are very important as is ability to build a positive rapport with volunteers.

- Self-motivated; ability to work with minimal supervision; ability to work under deadlines; strong attention to details; excellent organizational skills
- Maturity, energy, humor, flexibility, passion for success of the campaign
- Excellent research skills
- Excellent record keeping skills
- Good communication skills and ability to interact with staff and volunteers
- Strong writing skills (grammar, clear sentence structure etc.)
- Knowledge of GHM's constituencies a plus

Tasks Include

- Supporting Campaign Team with tasks, information and materials as needed
- Effectively communicating with staff and volunteers, research for external communications and progress reports, and editing/proofreading documents
- Prospect research and assisting in campaign solicitation process
- Record Keeping and Creating Campaign Reports and Acknowledgments