



# Capital Campaign Coordinator

**Department:** Development

**Supervisor:** Cindy Hassil, Development Director

**Schedule:** Full-Time, Exempt

**Salary Range:** \$38,000 - \$45,000 annually

## Summary

The Capital Campaign Coordinator plays a key role in supporting Ijams Nature Center's comprehensive capital campaign. Reporting to the Development Director, this individual provides high-level administrative, logistical, and data management support to ensure the campaign runs smoothly and efficiently. The Coordinator serves as a central point of contact between staff, consultants, campaign volunteers, and donors, helping to manage campaign communications, track progress, and prepare materials to advance solicitation and stewardship activities.

## Duties and Responsibilities

### Campaign Coordination and Support

- Partner with the Development Director and campaign consultants to plan, coordinate, and execute campaign activities, meetings, and events.
- Support scheduling, agendas, logistics, and follow-up for all campaign meetings, including campaign cabinet, leadership, and committee meetings.
- Serve as the administrative liaison for campaign consultants, volunteers, and internal staff, ensuring effective communication and timely completion of tasks.
- Assist with donor cultivation and stewardship activities, including correspondence, meeting preparation, and event coordination.
- Prepare detailed briefing materials, donor strategy memos, and presentation packets for solicitation meetings.
- Maintain a master campaign calendar and track progress against campaign milestones.

### Data Management and Reporting

- Enter and maintain prospect and donor information for capital campaign and other donations in the fundraising database; ensure accuracy and confidentiality of all records.
- Enter and track prospect review notes and meeting outcomes.
- Generate regular reports and dashboards to monitor campaign progress, gift commitments, and pledge payments.
- Ensure all campaign gifts, acknowledgments, and pledge documentation are recorded and processed promptly and accurately.
- Assist with preparation of campaign tracking tools, dashboards, and reports for internal and external audiences.

### Communications and Materials Preparation

- Draft and format campaign correspondence, donor proposals, gift agreements, and acknowledgment letters.
- Work with the Development Director and other appropriate staff to prepare campaign materials, such as newsletters, meeting packets, case statement updates, and donor reports.
- Assist in maintaining campaign-related files and digital archives, including prospect research, meeting notes, and documentation.
- Assist with grants related to campaign efforts.

### Event and Meeting Support

- Coordinate logistics for cultivation, recognition, and campaign awareness events.
- Manage invitations, RSVPs, registration, and materials for campaign meetings and events.
- Provide on-site support for special events and donor gatherings as needed, including occasional evening or weekend hours.

### Other Development Duties

- Assist with Development Department duties related to and staff Ijams Nature Center's signature events including A Wildflower Affair, Twilight at Ijams, Ijams Hummingbird Festival, and others.
- Other duties as assigned.

### **Desired Skills and Abilities**

- Strong organizational and project management skills with meticulous attention to detail.
- Excellent written and verbal communication skills, including the ability to prepare professional correspondence and donor-facing materials.
- Proficiency with Microsoft Office Suite (e.g., Word, Excel, PowerPoint) and donor database systems (experience with Raiser's Edge, Bloomerang, or similar preferred).
- Ability to maintain confidentiality and exercise sound judgment in handling sensitive donor information.
- High energy, positive attitude, and a collaborative work style with the ability to work both independently and as part of a team.
- Commitment to the mission, values, and vision of Ijams Nature Center.

### **Qualifications**

- Bachelor's degree in nonprofit management, communications, business, or a related field preferred; associate's degree and relevant experience accepted.
- 2+ years of experience in fundraising, nonprofit administration, or executive support (capital campaign experience a plus).

### **Other Requirements**

- Must successfully complete a pre-employment, post-offer background screen.
- Must have a valid driver's license.
- Must be available to work occasional evenings or weekends for donor or fundraising events.
- Limited local travel may be required for off-site meetings or events.

### **Physical Requirements**

- Must be able to remain in a stationary position at a computer workstation for extended periods.
- Must be able to assist with the setup and breakdown of events.
- Must be able to work in outdoor environments in all weather conditions.
- Must be able to see and respond to dangerous situations.

## **Compensation/Benefits**

Salary is commensurate with qualifications and experience. The position offers health insurance including medical, dental and vision; paid vacation and sick leave; paid holidays; and a 403(b) retirement fund match.

## **About Ijams Nature Center**

Ijams Nature Center is a nonprofit nature center located on the banks of the Tennessee River near Knoxville's urban center. Its mission is to encourage stewardship of the natural world by providing an urban greenspace for people to learn about and enjoy the outdoors through engaging experiences. Ijams Nature Center manages 320 acres of land with more than 14 miles of trails, a large Visitor Center, Mead's Quarry lake, mountain biking trails, river access, gardens, and much more. People of all ages attend educational programs, including school field trips, family programs, summer camps, and adult workshops. Ijams Nature Center partners with Knox County and the City of Knoxville as well as with multiple agencies to provide outstanding educational offerings. Visit the Ijams website at [ijams.org](http://ijams.org) for current program information.

## **Equal Opportunity Employment**

Ijams Nature Center is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, ethnicity, sexual orientation, gender identity, age, national origin, mental or physical disability, veteran status, or any other status or condition protected by applicable state or federal laws. These anti-discrimination policies also apply to volunteers and program recipients. Ijams Nature Center provides reasonable accommodations to all applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

## **To Apply**

Send resume, cover letter, and three references (*will not be contacted without notice*) to Cindy Hassil, Development Director, at [chassil@ijams.org](mailto:chassil@ijams.org). No phone calls please. The **deadline** to apply is January 31, 2026.