

Unique opportunity at Saint John Theatre Company

Do you have Project Management experience?

Can you juggle many activities, people and priorities at once?

Can you relate well to executive staff and senior volunteers?

Do you have an eye for detail and the ability to meet deadlines?

Do you already know the Saint John Theatre Company?

If so, we'd love to hear from you! We have an exciting role for the right person.

Job Title: CAMPAIGN COORDINATOR

We're looking for a Campaign Coordinator for our upcoming capital campaign.

- Paid contract position for 18-24 months
- Full-time with some flexibility in how that's defined
- Some work-from-home component but regular on-site presence needed

Fundraising experience is an asset but not required.

Your experience and skills are more important. (We have a fundraising consultant to coach, train and support you.)

The Campaign Coordinator

- is the individual with the most accurate and comprehensive knowledge of the details of the campaign
- ensures efficient management of campaign activity, responsive support to campaign volunteers, and effective monitoring and reporting
- responds to requests and direction of the Campaign Chair, but also collaborates with the campaign cabinet, other volunteers and with the SJTC Executive Director and executive staff
- Reports to the Executive Director

The work

The Campaign Coordinator

- coordinates SJTC senior staff and key campaign volunteers to keep everyone focused on best practices, agreed-upon plans and strategies
- coordinates volunteer recruitment, training and management
- manages prospect identification and assignments
- monitors progress of calls assigned to volunteers
- provides efficient administration of campaign activity, events, communications
- responds quickly and effectively to support campaign volunteers
- creates capacities for database use, prospect identification and research
- provides timely, meaningful monitoring and reporting of campaign activity

If you are interested, please send a resume and a cover letter to

admin@saintjohntheatrecompany.com