



## **TFG National - Executive Assistant and Campaign Manager**

Job Title: Executive Assistant and Campaign Manager (TFG National)

Reports To: President & Executive Director

Full Time/Part Time: Full Time (40/Week)

### **Organizational Summary**

Together for Good (TFG) creates pathways for the local church to come alongside vulnerable families in Christ centered ministry. It is our joy to equip local churches to journey together with isolated mothers and vulnerable children by offering advocacy/mentorship, as well as voluntary hosting of the children during crises such as homelessness, medical crisis, unemployment, and mental health struggles. We believe in the power of relationships and that no family should ever walk alone. This innovative model has become a new path to keep families together and help them thrive.

### **Job Summary**

The Executive Assistant & Campaign Manager will assist with implementing monthly and annual development events, coordinate major donor engagement, and assist the President & Executive Director (ED) in deepening major donor connections. This person will also work with and help develop TFG's Resource Development team with specific support for the ED in carrying out a Capacity Campaign over the next 18-24 months.

### **Primary Responsibilities - Executive Assistant:**

- **Plan**, direct, and execute donor engagement and annual fundraising events in collaboration with team and volunteers, including managing all follow-ups with first-time guests.
- **Coordinate** logistics and set-up for monthly Open House and special events.
- **Initiate** and coordinate meetings and meaningful contacts between the ED and major donors, key constituencies, and major gift prospects.
- **Conserve** ED's time by reading, researching, and routing correspondence; draft correspondence and documents; collect and analyze information.
- **Maintain** ED's appointment schedule by planning and scheduling meetings, conferences, phone calls, and travel.
- **Coordinate** leadership team meetings, record meeting discussions, and **follow up** with team action items.
- **Communicate regularly** with major donors as assigned by the ED.
- **Support** the ED as she deepens connections with current and future donors.
- **Update** and maintain donor information in our database, and assign thank you tasks.

### **Primary Responsibilities - Campaign Manager:**

- **Work** with staff and volunteer committee members in conducting campaign meetings, as well as supporting all campaign-related activities.
- **Develop systems** for managing prospects including relationship cultivation and thanking well.
- **Oversee** the design and preparation of campaign materials, events, and recognition programs.
- **Prepare** campaign reports and evaluations, including monthly production reports.
- **Work** directly with campaign counsel on execution of the above tasks.
- **Direct** campaign marketing.
  - Train staff and volunteers for the campaign.
  - Work with the Communications Director to plan, create, and oversee communication strategy for

the various phases of the campaign.

- Assist in identifying and executing strategies for top prospect engagement.
- Oversee preparation of draft proposals for foundations and corporations.

**Minimum Education and Experience:**

- Bachelor's or equivalent degree.
- Strong writer and communicator.
- Proven project management skills.
- Great collaborator: ability to build strong relationships internally and externally.
- Promotes and adheres to the organization's mission, vision, values, and policies and applicable laws in a fair and equitable manner.

**Qualities of the Ideal Candidate:**

- Highly missional – Able to articulate the Christian faith. Active member of a local church. Agreement with Together for Good's statement of faith and mission. Has a strong desire to use their gifts and talents to positively impact Christian ministry.
- Strong organization skills – Able to manage multiple activities and deadlines concurrently including the coordination of staff, volunteers, and vendors.
- Resourceful, reliable - Able to accomplish goals and meet deadlines.
- Determined problem solver.
- Excellent attention to detail.
- Engaging personality – able to connect personally with others; warm and inviting.
- Self-starting – Ability and willingness to forge new paths.

**Travel and Work Schedule:**

- Available for primarily in-office hours.
- Availability needed for evenings and weekends.
- Must be willing to do some travel.

**Compensation:**

- Full-time (40 hrs/week), salaried, non-exempt. Starting salary commensurate with the experience.
- Mileage reimbursed at the federal mileage rate.
- PTO, in addition to various organizational holidays.
- This position does not currently include any medical or retirement benefits. Medical premium reimbursement is available through an ICHRA.

**How to Apply:**

- Please email a cover letter and resume to [info@tfgood.org](mailto:info@tfgood.org).

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

I have read the above job description and I believe I can perform the job.

Staff Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_