



<p style="text-align: center;"><b>Capital Campaign Coordinator Position Description</b></p>
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**I. TITLE: Capital Campaign Coordinator**  
**FLSA:** Full Time, Salary, Exempt

**II. ORGANIZATION AND POSITION SUMMARY:**

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to a wild array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Meeting each phase by our completion goals is ambitious and requires support from the entire community. Phase 1 opened in August 2021 and includes Waterloo Park and the Moody Amphitheater. Amid epic gardens and rolling pathways, and a twinkling Waller Creek that links them, the environment, arts, health, and adventure will converge and nourish authentic and uplifting experiences that reflect our city's diversity.

WGC seeks an organized and dynamic Capital Campaign Coordinator to join our fundraising team. The Capital Campaign Coordinator will be a thoughtful and detail-oriented fundraiser—an enthusiastic, genuine and effective team player dedicated to the mission of WGC. This position will report to the Chief Development Officer (CDO) and work closely with the Development staff, Planning & Design staff, and Capital Campaign Committee.

Responsibilities include maintaining the prospect tracking/moves management system; working with Development staff and campaign volunteers to manage outreach assignments; overseeing gift acknowledgement and stewardship; preparing proposals; developing and maintaining collateral; planning committee meeting, special events and project tours; representing the organization to donors, vendors, and the public. The successful candidate will be self-motivated, entrepreneurial, and willing to take complete ownership of critical duties.





### **III. ESSENTIAL FUNCTIONS:**

- Maintain the prospect tracking/moves management system and work with CDO, Development Director, and volunteers to ensure the completion of outreach assignments. Keep the team moving forward and records of completed actions.
- Help plan special events to support capital fundraising. Manage monthly point of entry luncheon program and preparations for Capital Campaign Committee meetings and project tours.
- Oversee gift acknowledgement and donor stewardship, ensuring donors receive thank you calls, handwritten notes, and gifts. Develop a stewardship policy/plan for gifts of different ranges.
- Facilitate preparation for capital gift solicitations. Prepare proposals and maintain solicitation packet materials and other collateral.
- Work with CDO and Planning & Design team on permanent naming opportunities and donor wall recognition.
- Work closely with volunteers to ensure they have what they need to cultivate prospects.
- Must be able to work within a strong team environment, following directions and completing assigned tasks.
- Other duties as assigned

### **IV. PHYSICAL DEMANDS, WORK ENVIRONMENT AND OTHER ACCOUNTABILITIES:**

- This job is primarily performed in an indoor office environment, requiring the candidate to remain in a stationary position over 50% of the time. During events, this person may be required to lift heavy objects and stand for long periods of time; this is not essential and reasonable accommodations will be made if the person is not able to meet this requirement. This person occasionally works in outdoor weather conditions. Reliable transportation is required to attend frequent meetings off-site. Some evening and weekend hours are required.
- Conduct prospect research
- Prepare presentations
- Provide professional, quality customer service to donors, members, volunteers, staff, and other community contacts.





- Be proficient in computer use, written and verbal communication and be able to communicate with immediate supervisor and other staff effectively in line with WGC policies and procedures.

## **V. QUALIFICATIONS - EDUCATION AND EXPERIENCE:**

- Bachelor's degree from accredited four-year college or university.
- A minimum of 2 years of development experience or experience in a related field.
- Loves working with people. Comfortable working with community and corporate leaders.
- An outstanding attention to detail.
- Exceptional organizational, strategic, and accurate multi-tasking skills.
- Excellent judgment, initiative, and integrity.
- Ability to prioritize a heavy workload, at times working under pressure and deadlines.
- High energy, positive, "can-do" attitude, responsiveness, and flexibility.
- Tech savvy and adept with Word, Excel, and PowerPoint.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively.
- A sense of humor.
- Ability to work in a team setting and attend some evening and weekend events.

### Preferred

- Capital Campaign experience.
- Knowledge of Austin community and philanthropic landscape.
- Knowledge of development database software (Donor Perfect Online or Raiser's Edge is preferred).

## **VI. COMPENSATION:**

Competitive compensation, dependent on experience. Full health, vision, and dental benefits. Generous PTO, vacation, and sick-leave policy. IRA with organizational match.





## VII. TO APPLY:

Qualified applicants are invited to submit a resume, cover letter, and contact information for at least three professional reference via email to [jobs@waterloogreenway.org](mailto:jobs@waterloogreenway.org).

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

### EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Greenway strongly support equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

### HIRING PRACTICES

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

