

Capital Campaign Development Operations Coordinator

Seeking a self-motivated Development Operations Coordinator to join our team in support of the Albany JCC's capital campaign efforts. Reporting to Will Schneider and Sami Sinclair (the campaign consulting team), the Coordinator oversees the operational aspects of the J for Generations Campaign. We are looking for an enthusiastic candidate with a measurable record of accomplishment and knowledge of development or similar systems and processes (e.g., sales) to help us achieve or exceed our goals.

Essential functions include:

CAPITAL CAMPAIGN SUPPORT

- Coordinate campaign operations for the capital campaign, including all administrative and operational aspects of support.
- Execute all donor correspondence, including gift confirmations, acknowledgement letters, and all other gift acceptance and acknowledgement procedures.
- Help plan, execute, and attend all campaign-related committee meetings. This includes setting up meetings and making room reservations & food orders, as needed.
- Support the appropriate lead staff in organizing attendance, logistics, the agenda, and materials preparation, drafting meeting minutes, and executing follow-up items.
- Assist with research and prepare materials for the CEO, Campaign Chairs, or other solicitors in advance of key meetings and events.
- Generate and send a weekly report on upcoming visits to internal and external teams.

DATABASE MANAGEMENT

- Use the database to track visits, calls, solicitations, donor interests, and other key information, and extract information for team and individual needs.
- Improve and maintain data integrity by collecting and updating all key donor data, including foundation giving and gifts to other institutions.
- Provide data and reports on campaign progress and status, as needed.

GIFT ENTRY

- Coordinate with Business Office to ensure that all gifts are entered properly in database.
- Inform Business Office of any special situations or specific instructions to comply with donor intent.

DONOR CORRESPONDENCE

- Coordinate weekly general and customized donor acknowledgement letters.
- File, track, and maintain donor records, signed letters of intent and gift commitments, correspondence, and other relevant information.

BILLING

- Monthly, quarterly, or annual billing of gift payments.
- Track overdue gifts and report information to the team, as appropriate.

Knowledge, Skills, and Abilities

CANDIDATES FOR THIS POSITION SHOULD HAVE:

- Two or more years of experience in fundraising, sales, or other customer service-oriented administrative work.
- Experience working with volunteer leadership and successful teams, as well as with fundraising or similar customer management database systems, is preferred.
- Strong written, verbal, interpersonal, and organizational skills.
- The ability to multitask and manage multiple projects and deadlines effectively.
- A collaborative and creative mindset with the ability to work independently when needed.
- Competency in Microsoft Office Suite or Google Workplace, particularly experience working with spreadsheets and organizing data.
- A demonstrated ability to work with and maintain confidential information.

Candidates must be able to work evenings, weekends, and/or irregular hours as necessary to interact with donors and prospects and attend relevant meetings and events.

Approximately 15 hours/week - monthly salary \$4000.

To apply, please send a cover letter and resume by May 8, 2026 to:
wrs.hiring.team@gmail.com