

**Friends of Lincoln Square Park
Capital Campaign Coordinator - Request for Proposals
Core Responsibilities**

The [Friends of Lincoln Square Park](#) Steering Committee is in search of a part-time campaign coordinator to manage a new and exciting capital campaign to plan for a new modern recreation community center with more room to accommodate existing and future community needs. We are currently in the early planning phase. The steering committee is soliciting proposals from interested consultants.

The Campaign Coordinator will work closely with the Steering Committee to help keep the campaign on schedule and progressing with a high level of visibility and momentum that engenders a sense of excitement, optimism and confidence in achieving the campaign goal. The idea consultant would be have experience in building community partnerships, familiarity with Oakland Chinatown, and a record of successfully working with the public sector on large capital projects.

Campaign Outreach and Stakeholder Engagement

- Work with the Steering committee to schedule and attend outreach meetings with key representatives of stakeholder groups such as, Alumni, local businesses, Family Associations, neighborhood churches etc.
- Attend community meetings and events on behalf of the Campaign, including: Public Committee meetings, community meetings, and other community stakeholder meetings.

Communications and Public Relations Planning

- Assist in developing and executing, with the Campaign leadership and staff, a public relations/communications plan to keep the campaign in the public's eye and to maintain its momentum.
- Develop and maintain positive relationships with public agencies and officials.
- Support the Campaign leadership and consulting lobbyist in planning and implementing a strategy funding through public funding.
- Assist in generating content and campaign updates for the website and blog.

Campaign Committee Work

- Work with the Steering committee to schedule committee meetings and make sure that all of the necessary material is organized and available at the meeting. He/She attends each meeting and keeps accurate notes about what happened, especially noting who agreed to do what actions following the meeting, and following up with commitments.
- Coordinate other meeting follow up, such as drafting notes for the Steering Committee to work with after the meeting.
- Coordinate with other committee members responsible for advancing the initial architectural design process.

Major Donor Work

- Make arrangements for meetings with major donors: Work with the committee members to schedule meetings with prospective donors. This includes email and phone calls to all people involved. Once the donor has agreed to meet, he/she is responsible for making the meeting happen.
- Assist the campaign leaders in keeping the momentum for arranging meetings with donors. He/she makes suggestions about possible meetings/engagement opportunities and encourages the leaders to be proactive in reaching out to donors. Handle all responsibilities prior, during and after the meetings.
- Prepare materials needed for major donor meetings: While the coordinator customizes materials, keeps them updated and organized. He/She prepares package of materials for donor meetings as directed by the solicitors.
- Follow up from major donor meetings: He/She makes sure the donor is thanked appropriately and receives the materials or follow up action promised at the meeting. He/she makes sure that records of the meeting are updated and filed and that follow up actions are noted so they can be acted on in the future.
- Conduct prospect identification and research: He/She conducts prospect research to identify prospective donors and to gather information about people both new prospects and current donors.
- Working with the campaign committee, develop and execute a communication plan for donors.
- Plan and execute campaign related events.

Gift Acknowledgment and Tracking

- Ensure that every campaign gift and pledge is managed seamlessly so that the donor is officially thanked within 48 hours of receiving the gift and thanked again by other members of the campaign team.
- Make sure that each gift is credited appropriately in the accounting system, noting any on-going pledge payments and reminders.
- Update the campaign reports and has current campaign reports easily accessible.
- Maintain an updated list of naming opportunities.

Campaign Reporting and Coordination

- Develop and maintain an accurate report of campaign progress to date.
- Coordinate with the other development staff to make sure that the all contact with campaign donors is coordinated so as not to conflict with the gala committee or the annual fund, or other operating fundraising and volunteer efforts.

How to Apply: Submit a cover letter, resume, and fee requirements to tiffany@friendsofcolinsquarepark.org. For more information about us, please visit FriendsofLincolnSquarePark.org. Friends of Lincoln Square Park is fiscally sponsored by the Oakland Parks and Recreation Foundation.