



*We guide people on their path to self-sufficiency by providing employment and job readiness services.*

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**Title:** Capital Campaign Assistant

**FLSA Status:** Exempt

**Project-Based Role:** 12-18 Months

**SALARY:** \$70,000-\$75,000 (Based on experience)

**Reports To:** Chief Impact Officer (CIO)

**Department:** Development & Communications

**Organization:** Uplift Northwest (ULNW), formerly the Millionair Charity Club

**Location:** Seattle, WA (Hybrid – Minimum of three or more days in the office)

#### **ABOUT US:**

For over 100 years, Uplift Northwest (ULNW) has been the go-to staffing and support services organization serving the greater Seattle area. ULNW is committed to guiding individuals on their path to self-sufficiency by providing employment, job readiness services, supportive services, and skills training in high-demand jobs. To learn more about our impact in the community, visit [www.upliftnw.org](http://www.upliftnw.org).

#### **OUR VISION:**

A thriving Puget Sound community where everyone is stable, self-sufficient, and has access to gainful employment. Our vision for the future is to empower economic mobility and uphold dignity for marginalized communities as we convene mission aligned service providers and build pathways to stability in a renovated training center and headquarters located in the Belltown community of downtown Seattle.

#### **POSITION SUMMARY:**

The Capital Campaign Assistant will support ULNW's capital campaign efforts during the quiet phase and as we transition to the community phase. The role will help foster the next generation of workers through innovation. The Capital Campaign Assistant is responsible for ensuring seamless campaign operations by managing administrative, logistical, and system creation and maintenance tasks, supporting donor engagement, stewardship, cultivation, and communication activities, and assisting with event preparation. The ideal candidate is detail-oriented, highly organized, and passionate about advancing ULNW's mission.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **1. Data Management and Reporting:**

- Run bi-weekly reports on campaign prospects using Salesforce.
- Update and maintain donor records, ensuring accuracy and data integrity.
- Assist with tracking campaign progress and preparing fundraising dashboards.
- Campaign Gift and Pledge processing and acknowledgement

##### **2. Scheduling and Calendar Management:**

- Manage the CEO's and Steering Committee's campaign-related calendars.
- Schedule and coordinate campaign meetings, including preparing agendas and materials.
- Coordinate and scribe campaign meeting notes

##### **3. Donor Engagement Support:**

- Prepare materials and logistics for donor and stakeholder facility tours, meetings, and other engagements
- Assist with planning and execution of house parties and other campaign-related events.

##### **4. Administrative Support:**

- Help produce campaign appeals, stewardship materials, and donor communications.
- Maintain organized records of campaign-related correspondence and activities.

- Provide support for other campaign tasks as needed, ensuring deadlines are met.

**5. Event Assistance:**

- Support campaign events by coordinating pre-planning and day-of logistics, managing RSVPs, receiving, and checking in guests, and assisting on-site.
- Collaborate with the Development team to ensure successful event execution.

**QUALIFICATIONS:**

- **Education:** Bachelor's degree or equivalent experience.
- **Experience:**
  - At least 2 years of experience in nonprofit development, fundraising, or campaign support.
  - Familiarity with Salesforce or similar CRM systems is required.
  - Experience in event planning or logistics coordination is a plus.
  - Some experience with fundraising communications
  - At least 1-year experience working with a constituent relationship management system
- **Skills and Attributes:**
  - Strong attention to detail and ability to manage multiple projects simultaneously.
  - Proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint).
  - Excellent communication and interpersonal skills.
  - Commitment to equity and serving marginalized populations.
  - Positive, professional demeanor with the ability to work collaboratively as part of a team.

**HOURS**

The Capital Campaign Assistant is an exempt salary position, based on a 40-hour work week; some weekend, evening or holiday work may occur. Schedule requires minimum of three in office days each week at our Belltown location.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is required to talk and hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate consisting of usual business office sounds, including but not limited to computers, printers, telephones, and personnel traffic.

**SALARY & BENEFIT INFORMATION:**

- Salary range \$70K to \$75K DOE
- Uplift Northwest provides a comprehensive benefits package, including healthcare, dental, and vision coverage, as well as paid vacation, sick leave, and additional perks.

**TO APPLY:**

Send cover letter and Resume to [Shamas@upliftnw.org](mailto:Shamas@upliftnw.org)