

*For over 75 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.*

## **Associate, Campaign**

The Associate, Campaign performs administrative, technical and creative support to the Director, Campaign and Advancement Department on campaign activities across the organization and The Episcopal Church while supporting Episcopal Relief & Development's Core Values and strategic goals.

### **As Campaign Associate you will:**

- Provide administrative support to the Campaign Director
  - Manage the Campaign Director's schedule
  - Coordinate travel arrangements
  - Assist with the development of Campaign presentations, print materials and electronic communications
  - Manage and monitor social media and marketing websites to advance Campaign goals and visibility
- Support and assist members of The Episcopal Church, other Episcopal entities and Campaign supporters on Campaign inquiries
- Provide ongoing training, guidance and support to volunteers to ensure successful campaign implementations at the local level
- Create and complete financial and analytic reports for internal and external audiences
- Research and coordinate potential vendors and consultants for projects as needed
- Coordinate and proactively manage all logistics for Campaign events, conferences, trainings and meetings on schedule and within budget
  - Secure appropriate accommodations, transportation, materials, food, program needs, speakers, audio/visual equipment, etc.
  - Manage registrations and event checklists
  - Ensure staff are properly briefed about venues and other logistics

### **You Are:**

- A confident communicator with excellent verbal and written skills who has sound judgment and manages sensitive situations with discretion and confidentiality
- A detail-oriented multi-tasker who is adept at managing competing priorities and meeting deadlines in a fast-paced environment
- A self-starter who takes initiative; you know how to bring people together and get things done
- An enthusiastic team member who is excited to work cross-functionally with other departments, The Episcopal Church staff, volunteers, campaign partners, donors and vendors with tact, diplomacy, sensitivity to cultural diversity and good humor
- A systems thinker who can create efficient workflows and procedures for others to follow

### **You Have:**

- A Bachelor's Degree or equivalent experience
- A minimum of three (3) years supporting campaigns in a nonprofit, community or faith-based setting
- A minimum of two (2) years of volunteer and project/event management
- Proficiency in designing data and financial reports
- Intermediate or advanced proficiency in Microsoft Office (Word, Excel, and PowerPoint), CRM tools, web design, social media, P2P fundraising tools and Google G Suite
- Experience with Raiser's Edge/RENXT, WordPress and Adobe Creative Suite including Photoshop and InDesign (preferred)
- Strong knowledge of faith-based organizations, particularly of the culture and structure of The Episcopal Church (preferred)
- A shared commitment to Episcopal Relief & Development's values, principles and philosophy

### **How To Apply:**

Email resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line "Associate, Campaign." For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org).

\* Generous benefit package offered.

*\* Episcopal Relief & Development provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or any other legally protected status.*

*Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.*