

**Position Announcement: Capital Campaign Coordinator**  
**Trinity School of Durham and Chapel Hill**  
**Located in: Durham, NC**

### **Ask yourself**

Are you an excellent project manager with fundraising expertise?

Do you believe in transformational fundraising? Are you ready to leverage your skills to manage a capital campaign designed to transform a thriving K-12 Christian school?

Are you the Capital Campaign Coordinator of Trinity School?

### **What will you do as Trinity School's Capital Campaign Coordinator?**

Trinity School is seeking a highly motivated and organized Capital Campaign Coordinator to join their Advancement team for a term-limited position for the next three years to ensure the success of their capital campaign. The Capital Campaign Coordinator will play a crucial role in the success of the campaign, which aims to raise funds in support of our newly released strategic plan and campus master plan [Trinity School: Tell the Coming Generation Strategic Plan \(trinity-sp.org\)](http://TrinitySchool: Tell the Coming Generation Strategic Plan (trinity-sp.org)). This role presents a unique opportunity for an individual with exceptional communication skills, strong project management abilities, and a passion for Christian K-12 education and stewardship.

#### **Key Responsibilities Include:**

- Collaborate with the Director of Advancement and the Capital Campaign Cabinet to administer and execute all aspects of the capital campaign to achieve fundraising goals.
- Implement strategies to engage current and potential donors, including individuals, parents, grandparents, alumni, corporations, and foundations.
- Act as project manager for major gift donor pipeline, scheduling meetings, preparing materials, and driving the cultivation timeline.
- Coordinate and manage capital campaign events, including celebration dinners, donor recognition gatherings, informational sessions, and small gatherings.
- Develop engaging content for campaign-related materials, including social media, newsletters, and website updates.
- Oversee the development and execution of the public launch of the capital campaign, including a strategy for mid-level gifts.
- Oversee the accurate and timely recording and acknowledgement of campaign gifts and donor data in the school's donor management system, ensuring information is kept confidential and up to date.
- Track and report campaign and events expenses and report in a timely manner.
- Prepare reports and updates on donor engagement and fundraising progress for the Advancement team and school leadership.



- Develop materials and copy to provide donors with regular, personalized acknowledgment and stewardship of their contributions.
- Provide excellent care and service to donors and respond to inquiries and requests in a timely and professional manner.
- Ensure compliance with all legal and ethical fundraising practices and maintain awareness of relevant tax laws and regulations.

## Why Trinity School?

The mission of Trinity School is to educate students in transitional kindergarten to grade twelve within the framework of Christian faith and conviction—teaching the classical tools of learning; providing a rich yet unhurried education; and communicating truth, goodness, and beauty. Trinity School seeks to create a community in which there is delight in learning and an atmosphere that encourages the sort of intellectual, moral, and aesthetic development that is fitting for those who bear the image of God.

From its start in 1995, Trinity has aspired to be a richly diverse school that welcomes all who value a high-quality education within a thoughtful, ecumenical framework of Christian faith and conviction. Today, they provide for their students a strong college-preparatory program with robust elective and cocurricular offerings, including visual art, music, drama, robotics, clubs, and athletics.

Want to know more? Visit [www.trinityschoolnc.org](http://www.trinityschoolnc.org).

## Key lived experiences, attributes, and skillsets sought in the Capital Campaign Coordinator

- Bachelor's degree from an accredited four-year college, with a major in Business, Communications, Marketing, Nonprofit Management, or a related field.
- At least 2 years of experience in fundraising, capital campaigns or related roles.
- Demonstrated success in securing gifts from individuals and/or organizations.
- Excellent verbal and written communication skills, with the ability to convey complex ideas in a clear and compelling manner.
- Strong project management skills and the ability to handle multiple priorities and deadlines.
- Proficiency in using donor management software, Raiser's Edge preferred, and Google Suite.
- Knowledge of best practices in fundraising ethics and confidentiality.
- A strong commitment to the mission and values of Trinity School.

## Think you are Trinity School of Durham and Chapel Hill's Capital Campaign Coordinator?

**To apply, click on the link to the Trinity School Capital Campaign Coordinator position profile at [ArmstrongMcGuire.com/jobs](https://www.armstrongmcguire.com/jobs).** You will see instructions for uploading your compelling cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact [talent@armstrongmcguire.com](mailto:talent@armstrongmcguire.com). No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

## **Salary and Benefits**

Salary is commensurate with the requirements of the position and starts in the \$60,000 range. This position is full-time, exempt position for a duration of three years from the date of hire. Benefits include health, dental, and vision insurance, matching 403 (b) retirement, tuition remission, after-school program faculty discount, flex spending medical savings, and professional development.

Trinity School is an equal opportunity employer. No applicant for employment with Trinity shall be subjected to discrimination because of race, color, sex, national origin, disability, or age.

Review of candidates will continue until the position is filled.