



402 N. St. Louis Ave. Chicago, IL 60624 PHONE: (773) 722-1144
FAX: (773) 722-1434 www.breakthrough.org

CAREER OPPORTUNITY

Title: Campaign Coordinator

FLSA Code: Non-exempt; Full-time

Location: Breakthrough Men's Center 402 N. St. Louis Avenue Chicago, IL 60624

We are Breakthrough:

Breakthrough partners with those affected by poverty to build connections, develop skills, and open doors of opportunity. Breakthrough is intentionally located in and works alongside residents in East Garfield Park. Each year, Breakthrough has the opportunity to work with over 6,000 local residents and their families.

Position Summary:

The Campaign Coordinator's responsibilities will include but not be limited to:

- Developing and implementing campaign timetables
- Researching and identifying prospective donors, ensuring donor confidentiality
- Recruiting and management of campaign and champion committee and communication, including event support, meetings, correspondence, and follow up
- Overseeing donor communication, including gift acknowledgement letters, campaign correspondence, and gift reports
- Supporting for overall development and execution of ongoing campaign communication and marketing materials
- Overseeing special events related to the campaign, including event coordination, budget management, and guest relations
- Other duties related to the Campaign as assigned

Educational/Experience Requirements:

Bachelor's Degree in Communications, English, Business, or related field preferred.
3 years of non-profit experience; previous experience in donor development at a non-profit, or within a sales environment

Compensation/Benefits:

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid sick time, free fitness center membership, employee discounts and more.



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To Apply:

Send/email/fax cover letter, resume along with grant proposal writing sample to:
Breakthrough Urban Ministries

Attn: Human Resources

402 N. St. Louis Avenue

Chicago, IL 60624

E: wcannon@breakthrough.org

Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position.

Breakthrough is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.