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# Example of Campaign Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of campaign coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for campaign coordinator

* Enter confidential donor information into Raiser’s Edge fundraising database
* Analyze campaign performance (Impression delivery, viewability, in-demo, brand-safety, CTR, ) to guarantee client's expectations are met and/or exceeded
* Development and creation of sales proposal editing and formatting
* Assist sales manager with reports, sales materials, and appointments
* Prepare multimedia presentations that include imagery, audio and video
* Pull statistics and reports for AEs and sales managers, and find industry research related articles for sales team
* Organize and archive sales proposals
* Manage and update station marketing one-sheets, and distribute to sales team
* Ability to perform basic clerical work including answering phones, and managing the front desk may be required on occasion
* Development and creation of sales proposals, including editing and formatting

## Qualifications for campaign coordinator

* Superior project management skills, , superb organizational skills with meticulous attention to detail
* Ability to manage and coordinate a dynamic department schedule that includes internal and external participants, multiple locations, and a variety of electronic components (conference line, webinar)
* Must be an expert with PowerPoint and other presentation programs
* Ability to thrive in a fast paced environment, assist in multiple projects and tight deadlines
* Must be well organized and possess attention to detail
* Assist sales managers with reports, sales materials and appointments