



CAMPAIGN CG36500
Saving the “Finest Hours” Lifeboat
Honoring 400 Years of Lifesaving on Cape Cod

Campaign Administrator

Location: Hybrid - Orleans, MA (Cape Cod), and remote work within reasonable distance of Orleans

Reports to: Campaign Director

Term: Three-year National Campaign

Salary Range: \$40,000- \$60,000, commensurate with experience

Start Date: June 1, 2026 or ASAP

About the Museum and Campaign

The Orleans Historical Society (OHS), founded in 1958, has launched **Campaign CG36500**, a \$4 million national capital campaign to build a new Museum dedicated to permanently protect, preserve, and display the famous Lifeboat **CG36500** — celebrated for its role in “the greatest small-boat rescue in Coast Guard history.” Immortalized in the bestselling book and Disney film *The Finest Hours*, the CG36500 embodies courage, seamanship, and selfless service.

The new Museum—located on the historic Orleans Meetinghouse campus—will honor generations of rescue crews, illuminate 400 years of lifesaving history on Cape Cod, and inspire future maritime first responders. The Capital Campaign Administrator will play an important supporting role in bringing this transformational cultural project to life.

Position Summary

The Campaign Administrator plays a key role in organizing and managing all administrative and operational aspects of the campaign. Working closely with the Campaign Director, committees and volunteers, this individual ensures timely execution of campaign initiatives, effective communication, and coordination across all stakeholders. This is an exciting opportunity for a motivated, detail-oriented professional to help bring an important cultural and historic institution to life on Cape Cod.

Key Responsibilities

Campaign Management & Execution:

- Coordinate and support implementation of the overall campaign plan and calendar.
- Support appeals, donor communications, digital campaigns, and special events.
- Ensure consistent messaging aligned with campaign and museum goals.
- Manage campaign correspondence and inquiries.

Team & Stakeholder Coordination:

- Serve as the central point of contact for campaign activities.
- Collaborate with campaign leadership, staff, and volunteers.
- Coordinate committee work and ensure clear communication and follow-through.

Operations & Administration:

- Plan and execute donor events, site visits, and milestone celebrations.
- Track budgets, timelines, and performance metrics; prepare regular reports.
- Maintain confidentiality and data accuracy in all campaign records.

Event & Engagement Support:

- Organize logistics for campaign events TBD.
- Coordinate vendors, guest lists, communications, and post-event follow-up.
- Maintain and update the campaign website and shared digital assets.

Donor Management & Stewardship:

- Manage donor data, prospect tracking, segmentation, and moves management.
- Support donor acknowledgment, recognition, and stewardship processes.
- Assist with major donor tracking, communication, and reporting.
- Ensure timely and accurate donor correspondence and data updates.

Qualifications

- Associate degree required; bachelor's degree preferred.
- 4-5 years of administrative or project management experience, ideally in a nonprofit setting.
- Experience working with boards, volunteers, and vendors.
- Proven organizational and project management skills with attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite, donor databases, knowledge of PastPerfect museum software is a plus.
- Familiarity with social media, digital marketing, and website management.
- High integrity, initiative, and ability to work both independently and collaboratively.

Application Process

The Orleans Historical Society welcomes candidates from a wide range of backgrounds. If you are inspired by this opportunity and confident in your ability to contribute to Campaign CG36500, we encourage you to apply—even if you do not meet every qualification. Applications will be reviewed on a rolling basis until the position is filled.

Please forward resume and cover letter to Henry Brehm [hbrehm1112@gmail.com]. Thank you for your interest in supporting this historic and nationally significant project.