



# the Laurus Group

Fundraising | Consulting | Capital Campaigns

The Laurus Group, a fundraising firm specializing in fraternity and sorority alumni communication programs and major capital campaigns, located in Atlanta, Georgia, seeks a **full-time**:

## Campaign Account Manager

**The Laurus Group** ([www.thelaurusgroup.net](http://www.thelaurusgroup.net)) is a fundraising consulting firm that specializes in fraternity/sorority alumni communication programs and major capital campaigns. We strive to provide excellent customer service and work with our clients to maximize the return on their investments. We seek to hire someone who shares our values and enjoys a fast-paced, friendly, collaborative, and ambitious work environment.

### The ideal candidate will be responsible for the following:

- Volunteer Coordination:
  - Gathering content for campaign brochure, pledge forms and other collateral material to support the campaign.
  - Working within the organization's volunteer structure to recruit and train peer-to-peer volunteer solicitors.
- Management:
  - Schedule and participate in periodic conference calls among volunteers.
  - Coordinate mail schedules including collecting collateral material for publications.
- Support Lead Gift officers with coordinating gift solicitation and schedules.
- Letter Writing: Draft solicitation and gift acknowledgement letters for capital campaign.
- Data Entry: Enter donations and biographical updates as warranted into database .
- Reports: Provide regular (monthly or weekly) reports to client.

### Required Skills:

This position requires the candidate to juggle multiple projects for multiple clients and work closely with team leaders and volunteers. Some travel may be required to attend organizational board meetings, trade shows and conferences. In addition:

- Strong oral and written communication skills are required.
- Ability to use basic Microsoft Office Suite Products (Outlook, Excel, Word, etc.) is required
- Strong organizational skills are required
- Identifies and resolves problems in a timely manner
- Responds promptly to requests for service and assistance
- Has a flexible, positive attitude and works well with others; is willing and able to communicate to teammates and support end users in a constructive manner
- Able to handle multiple concurrent activities
- Ability to work independently with little oversight

### Education/Experience:

Candidate should have a Bachelors Degree from an accredited college or university. It is preferred that the candidate be a member of a collegiate fraternity or sorority with continued involvement in their respective organization post college.

### Compensation:

This is a full-time position with salary commensurate with experience.

Applications are due by **July 1, 2010**. Qualified candidates should e-mail or mail their resume, and cover letter, including salary history to:

The Laurus Group | P.O. Box 80828 | Atlanta, Georgia 30366  
Fax: 770-903-3988 | [resume@thelaurusgroup.net](mailto:resume@thelaurusgroup.net)  
No phone calls, please. EOE.