



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 Consultant/Development Officer

The Laurus Group (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:

- Campaign Solicitations: In conjunction with Lead-Gift officer, schedule personal visitations and phone solicitations in support of client(s) capital campaign(s). This includes appropriate donor prospect follow-up such as responding to donor questions and re-connecting with donor prospect to thank for support or address additional questions.
- Feasibility Study Consultations: In conjunction with Lead-Gift officer, schedule personal and phone consultations with donor prospects gauging their support and interest in client(s) capital campaign(s). This includes appropriate donor follow-up including responding to questions
- Volunteer Coordination: Work with account manager to identify volunteer leaders and coordinate training and support of volunteers in peer-to-peer solicitation program
- Reporting: Responsible for entering notes from prospect meetings and phone consultations

Required Skills:

This position requires the candidate to juggle multiple projects for multiple clients and work closely with team leaders and volunteers. **Moderate to heavy travel is required to meet with potential donors, attend organizational board meetings, 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
- Able to handle multiple concurrent activities
- Ability to work independently with little oversight

Education and Additional Experience/Skills:

Candidate should have a Bachelors Degree from an accredited college or university. It is preferred that the candidate be a member of a fraternity/sorority and should have demonstrated skills in: volunteer management; additionally, candidate should be a team player and have the ability to work with a variety of individuals. Knowledge of Raiser's Edge fundraising software and continued involvement in their fraternity or sorority is not required but extremely beneficial.

Compensation:

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

This position will be open until filled with a qualified individual. Qualified candidates should e-mail, fax, 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

No phone calls, please. EOE.