



the Laurus Group

Fundraising | Consulting | Capital Campaigns

The Laurus Group (www.thelaurusgroup.net) is a small for-profit 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.

We are seeking a: FULL-TIME Administrative Assistant

This professional will be responsible for: receptionist; data updates; general correspondence; letter processing; filing; gift recording and acknowledging; copying; general administrative duties; and other duties that may arise.

Position requires the candidate be able to juggle multiple projects and work closely with other team members.

Skills/Requirements:

- Candidate must be experienced in **Raiser's Edge by Blackbaud**, including:
 - Gift Batch Entry
 - Address Updates
 - Exporting Data
 - Experience in NetCommunity beneficial
- Proficiency in Excel, Word, and Outlook required
- Outstanding organization skills, including managing multiple tasks simultaneously
- Ability to prioritize work, be proactive, take initiative, and resolve problems
- Excellent communication skills, both written and oral
- Ability to work under pressure and meet deadlines
- Ability to work independently as well as collaboratively

Compensation: This is a full-time salaried position with pay commensurate with experience. Part-Time and Internship opportunities may exist for exceptional candidates, pay would be hourly.

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.