



the Laurus Group

Fundraising | Consulting | Capital Campaigns

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

Assistant Development Director/Annual Fund Coordinator

The Assistant Development Director/Annual Fund Coordinator position is responsible for the overall management of clients' communication and fundraising activities including but not limited to:

- **Capital Campaign:** Work with Lead-Gift officer in scheduling visitations for capital campaign donor solicitation; coordinate follow-up phone solicitations including phone-a-thons; manage and train volunteers in their peer-to-peer solicitation program; work with and encourage collegiate member participation in program.
- **Volunteer Coordination:** Work with volunteer committee chairs regarding programming and planning and provide support and follow-up as necessary for them to carry-out their responsibilities
- **Annual Fund Management:** Establishing an annual calendar for Annual Fund solicitation program including segmented donor solicitation and special appeals.
- **Letter Writing:** Draft solicitation and gift acknowledgement letters to accompany newsletters and recognize donors.
- **Mailing Management:** Identify the groups of donors for upcoming solicitations and work with data team to extract the data; forward the data and associated letters and collateral material to mail-house and manage the process including delivery schedules.
- **Reporting:** Provide regular financial and fundraising status reports for internal and external use
- **Work with volunteers and lead gift officer to obtain, compile, and coordinate campaign brochure and other collateral material to support the campaign.**

This position requires the candidate be able to juggle multiple projects (including multiple clients) and work closely with lead-gift officer and volunteers in establishing a coordinated effort. Moderate travel may be required to attend organizational board meetings, conferences, and meet with potential donors.

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 and should have demonstrated skills in: volunteer management; superior communication skills (both written and oral); organization skills; additionally, candidate should be a team player and have the ability to work with a variety of individuals. Candidate must be proficient in Excel and Word and have the ability to pull data and coordinate mail merges. Knowledge of Raiser's Edge fundraising software and continued involvement in their fraternity or sorority is not required but extremely beneficial. Salary commensurate with experience.

This position will be open until filled with a qualified individual. 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
resume@thelaurusgroup.net

No phone calls, please. EOE.