



We have an opening for: **Campaign Project Manager – Full-Time**

Elevate (www.elevateims.com) headquartered in Atlanta, Georgia, with an additional office in Ithaca, NY, is one of the leading fundraising consulting firms, specializing 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:

Overall campaign management including but not limited to:

- Serving as the campaign project manager from start to finish
 - Establish comprehensive timeline in conjunction with client
 - Manage all critical tasks including targeted mailings and campaign events
 - Provide regular (monthly or weekly) reports to client.
- Volunteer Coordination:
 - Manage client expectations and address questions, concerns, and suggestions as they arise
 - Work within the organization's volunteer structure to help recruit and train peer-to-peer volunteer solicitors
 - Manage organization's Volunteer Committee as well as House Corporation Board and volunteer solicitor support calls
- Manage Staff: In coordination with fellow Campaign Project Managers, oversee and manage the Campaign Communication Coordinator position who has responsibility for:
 - Gathering content for campaign brochure, pledge forms and other collateral material to support the campaign.
 - Provide updated content for client websites
 - Letter Writing: Draft solicitation and gift acknowledgement letters for capital campaign.
- Support Lead Gift officers with coordinating gift solicitation and schedules and ensure they have accurate and current campaign support materials

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 as well as excellent organizational skills are required.
- Ability to use basic Microsoft Office Suite Products (Outlook, Excel, Word, etc.) is required
- Identifies and resolves problems in a timely manner and responds promptly to requests for service and assistance
- Has a positive attitude and works well with others; is willing and able to communicate to teammates and support volunteers in a constructive and professional manner
- Able to handle multiple concurrent activities and 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.

Preferred consideration given to candidates who have current or previous work experience as a member of a fraternity or sorority headquarters staff.

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: