Geological Society of America Foundation

Job Description

Campaign Coordinator

Position Title: Campaign Coordinator
Location: The Geological Society of America Headquarters, Boulder, Colorado
Employment Type: Part time (25-30 hours/week) / Non-Exempt
Reports to: GSA Foundation President

The Campaign Coordinator’s primary areas of responsibility are to manage information, communication, and coordination of volunteers and staff related to the Campaign for GSA. Experience using Raiser’s Edge® software is required. The Campaign Coordinator position is a part-time position (25-30 hours/week), which may become a full-time position as the Campaign progresses. This position will be effective through the duration of the campaign (3-5 years).

Job Responsibilities
• Perform data organization, data entry, and data extraction related to the campaign utilizing Raiser’s Edge fundraising database software.
• Coordinate all volunteer activities, including committees, related to the campaign.
• Manage campaign mailings and other communications.
• Assist Directors of Development and Corporate Partnerships in volunteer orientation and stewardship activities related to the campaign.
• Attend the twice annual Board of Trustees meeting, any Steering Committee Meetings, and other events that relate to the Campaign.

The GSAF staff operates as a team. All staff are called upon on occasion to take on additional duties and responsibilities essential to successful achievement of the Foundation’s fund-raising mission

Reporting Responsibilities:
• The position reports directly to the Foundation President with delegated responsibility to the Director of Development and the Director of Corporate Partnerships as warranted.
• The successful applicant can expect minimal supervision on a day-to-day basis.
• The successful applicant may be asked to supervise office interns on specific tasks.

Education, Experience, Knowledge and Skills:
• Proficiency in Blackbaud’s Raiser’s Edge® software, especially in the context of a fundraising campaign
• Experience with fundraising campaigns
• Ability to work effectively as part of a team.
• Professionalism, confidentiality, integrity and honesty.
• Experience managing complex projects professionally and on-time.
• An ability to motivate and manage volunteers.
• A customer service oriented personality and an ability to work with a wide range of people.
• Ability to travel several times a year for as long as one week at a time.
• A college degree is preferred.

Qualified candidates will be subject to a background check.

Interested applicants should visit the GSAF Website, http://www.gsafweb.org/, to learn more about the Foundation and its mission.

Salary & Benefits:
Depending on experience and other qualifications, the successful applicant will receive an annual salary, paid biweekly, of $22,000 to $26,000 for 25-30 hours per week. If the situation warrants, this position may become a 30-hour or even full time with salary prorated accordingly.

After six months of employment and with a positive performance review, the successful applicant is eligible to join GSA’s retirement plan with the Society providing 7.5% of salary to that plan on his/her behalf. There are no medical or dental benefits so long as the job is less than 30-hours per week.

To Apply

To be considered for this position, please provide the following documents:
• cover letter including salary requirements
• resume
• three professional references.

These may be sent as attachments to hr@geosociety.org or mailed to:

Human Resources
Geological Society of America Foundation
3300 Penrose Place
P.O.Box 9140
Boulder, CO 80301

A review of applications will begin March 30, 2015 and will continue until the position is filled.
Incomplete applications will not be considered.
Projected Date of Employment: May 1, 2015
The Geological Society of America Foundation

The mission of the Geological Society of America Foundation is to develop and provide funds to support the goals and programs of the Geological Society of America. Today, the GSA Foundation serves current and future donors by providing information and solutions that align their philanthropic interests with GSA programs and priorities.

The Geological Society of America Foundation is an Equal Opportunity/Affirmative Action Employer.