Position

Campus Coordinator

Term

An indefinite term of employment although it is the hope and expectation that employee will serve a minimum of two years.

Duties and Responsibilities

The Campus Coordinator's over-arching goal is to grow the number of young, diverse and committed potential donors on the Gift of Life (GOL) global stem cell/marrow registry. This position will be based in the Triangle area of North Carolina.

- Partner with Executive Director in annual strategic planning and goal setting for both organization and personal performance
- Develop and maintain productive partnerships with colleges and universities in support of Project Life Movement's (PLM) mission – primarily in North Carolina and neighboring states.
- Partner with PLM and GOL teammates to create marketing tools to help educate stakeholders about the "how and why" of our work
- Develop and deliver educational events to introduce Project Life Movement to a wider audience
- Travel to campuses to plan and execute registration drives and campaigns among students and administrators
- Initiate and oversee the communication efforts around campus-based registration drives; including social media, website, direct mail and media relations
- Lead the weekly effort in developing and enhancing the public profile of Project Life Movement through use of social media and website updates
- Maintain accurate records and reporting protocols around registration efforts and campus outreach initiatives using organization's data management system and other resources
- Help lead the Marketing and Campus Programming committee comprised of board members and volunteer leaders; seek ways to engage volunteer leaders in our work
- Help support all fundraising, marketing and financial management efforts to ensure long-term sustainability
- Attends (via conference call) weekly team meetings and weekly clinical partner meetings with GOL

Paid Time Off and Holidays

0-3 years: two weeks of Paid Time Off (PTO)

3-6 years: three weeks PTO

6 +years: four weeks PTO

Project Life Movement recognizes the following ten holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas Day

Compensation

Compensation is competitive and commensurate with experience.

Expense Reimbursement

Reasonable and appropriate expenses related to job performance will be reimbursed.

Confidentiality

Employee will have access to confidential medical and financial records and will maintain them in strictest confidence.

To apply, please email cover letter and resume to Dean Thompson at Dean@ProjectLifeMovement.org.