



C-SNIP Job Posting  
Campaign Coordinator/Executive Assistant  
2/14/22

C-SNIP, a nonprofit veterinary clinic specializing in high-volume dog and cat spay/neuter surgery, wellness/prevention, and basic veterinary treatment, is seeking a part-time (15-20 hrs/week) Campaign Coordinator/Executive Assistant.

The position is responsible for executing the day-to-day operations associated with the campaign. This position serves on the campaign core team as the primary support to the Executive Director, volunteer campaign co-chairs, and campaign consultant. Duties include general clerical, volunteer communications, coordinating schedules for meetings, event logistics, and other project-based work related to the campaign. It is an hourly position, primarily as a remote, work from home employee, but with required attendance at Core team and cabinet meetings. The work schedule, outside of set meetings, can be flexible. Required evening or weekend work is not common.

The wage range for the position is \$15-\$20 per hour, commensurate with experience/skills. Benefits include PTO, some paid holidays, 403b, Term Life, Employee Assistance Program, Flexible Health Spending Plan, and discounts on C-SNIP services/products for employee pets. Employees have the satisfaction of contributing to a valuable community service that improves the quality of life for dogs, cats, and the people who love them.

Qualified applicants will be passionate about C-SNIP's mission, possess 1-3 years of fund development coordination or administrative assistant experience, have strong writing and communications skills, well-versed in Microsoft Office and computer based software, and possess excellent organizational skills including the ability to be self-directed and self-motivated.

**WORK ENVIRONMENT:**

This employee will primarily work from their home office. Meetings may be held at various locations, including CSNIP's clinics which are a veterinary environment with up to 70 dogs and cats per day.

**To apply, send your resume with a cover letter to [jobs@csnip.org](mailto:jobs@csnip.org).** A detailed job description is included. Additional organizational information can be found at [www.csnip.org](http://www.csnip.org)

### C-SNIP Job Description

<b>Position Title</b>	<b>Campaign Coordinator</b>
<b>Position Status</b>	Part-time, Non-Exempt (approximately 15 hours per week)
<b>Pay Range</b>	\$16-\$20 per hour
<b>Agency Description</b>	C-SNIP is a non-profit veterinary clinic dedicated to increasing access to veterinary care, particularly for those without adequate financial resources. CSNIP provides spay/neuter surgery, wellness/prevention, and basic treatments for dogs and cats. Currently, CSNIP operates three clinics- a spay/neuter clinic in Kentwood, a spay/neuter clinic in Fruitport, and a well-pet clinic in Kentwood. C-SNIP impacts approximately 20,000 pets per year and serves the West Michigan region.
<b>Position Summary</b>	This part-time position reports directly to the Executive Director who currently leads the organization's development/fundraising efforts. The development team also includes a Development Manager and a Database Coordinator. The Campaign Core team consists of the Executive Director, a consultant, and the volunteer co-chairs.
<b>Qualifications/ Experience</b>	<p>Successful candidates will have the following qualifications:</p> <ol style="list-style-type: none"> <li>1. Professional presentation with excellent verbal, written and interpersonal communication skills.</li> <li>2. Excellent organizational skills with high attention to detail.</li> <li>3. Stellar custom-service approach to internal and external groups.</li> <li>4. Ability to work collaboratively with others and confidentially with donor information.</li> <li>5. Self-motivated and self-directed; able to set and meet realistic goals, establish priorities and organize tasks.</li> </ol> <p>A passion for C-SNIP's mission is essential for success. Prior experience with campaign coordination or high-level administrative assistant work is strongly desired.</p>
<b>Specific Duties</b>	<p><b>Administrative Tasks:</b></p> <ul style="list-style-type: none"> <li>• Coordinate &amp; support campaign meetings, project planning, and volunteers</li> <li>• Coordinate communications with team, prospective donors, and volunteers.</li> <li>• Prepare materials for team members as needed, including progress reports.</li> <li>• Maintain donor/prospect lists, and track volunteer assignments</li> <li>• Support, organize, and encourage team members by ensuring they have information needed to make their calls &amp; following up between meetings</li> <li>• Track results of volunteer calls and update logs and database.</li> <li>• Organize and ensure adequate inventory of campaign materials</li> <li>• Handle all logistics for donor meetings, tours, and campaign events.</li> <li>• Liaison with Core team and designer/printer to produce materials needed.</li> </ul> <p><b>Donor Tracking:</b></p> <ul style="list-style-type: none"> <li>• Create/Modify tracking systems to solicit and acknowledge donors.</li> <li>• Maintain campaign records and produce reports: <ul style="list-style-type: none"> <li>○ Create reports to monitor contributions compared to goal, etc.).</li> <li>○ Prepare donor background for volunteers prior to solicitation</li> <li>○ Produce pledge payment reminders</li> </ul> </li> </ul>