Job Title: Graduate Assistant - Student Caller Group Supervisor

Location: Seminole Boosters Inc., Tallahassee, Florida

Job Type: Part-Time (20 hours per week), On-Site

Commitment Length: August 2024 – May 2025

About Seminole Boosters: Seminole Boosters is a dynamic organization that supports Florida State University's athletic programs through fundraising, fan engagement, and community outreach. As a vital part of the university's athletic ecosystem, Seminole Boosters strives to enhance the Seminole experience for students, alumni, and fans alike.

Job Description: The Student Caller Group Supervisor at Seminole Boosters is pivotal in fostering a culture of philanthropy and engagement within the Florida State community. This individual oversees a team of student callers and is responsible for fundraising efforts, alumni outreach, and fostering relationships with donors. The Graduate Assistant provides leadership, guidance, and support to the student caller group, ensuring they meet fundraising goals while maintaining high professionalism and donor stewardship standards.

Key Responsibilities:

1. **Team Leadership and Management:** Recruit, hire, train, and supervise a team of student callers, as well as schedule and manage their work hours.

2. **Fundraising Strategy and Execution:** Collaborate with the Director of Ticket Marketing to determine target groups and specific segments to reach and create calling campaigns and scripts.

3. **Training Development:** Design and deliver comprehensive training programs for student callers, covering customer service, communication skills, and donor engagement strategies.

4. **Donor Engagement and Stewardship:** Foster positive relationships with donors by ensuring courteous, informative, and donor-centric interactions.

5. **Analytics and Reporting:** Maintain accurate and up-to-date records of donor interactions, pledges, and gifts.
Qualifications:

- Currently enrolled in a graduate program focusing on Business, Marketing, Sports Management, or related field.
- Previous experience in fundraising, sales, or customer service roles preferred.
- Excellent communication and interpersonal skills.
- Strong leadership abilities with the ability to motivate and inspire others.
- Detail-oriented with excellent organizational and time management skills.
- Proficiency in Microsoft Office Suite and CRM software (e.g. Salesforce)
- Passion for sports and enthusiasm for supporting collegiate athletics, particularly Florida State University.

Benefits:

- GA monthly stipend as specified by HR for the current academic year ($1200/month)
- Opportunity to gain valuable hands-on experience in sports field and fundraising.
- Networking opportunities within the sports industry and access to Seminole Boosters events.
- Flexible schedule to accommodate academic commitments.

Application Process: To apply, please submit your resume and cover letter to BoostersHR@fsu.edu.

Seminole Boosters is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage individuals of all backgrounds to apply.