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# Staff Vacancy: Crowdfunding Campaign Manager

Students for the Exploration and Development of Space (SEDS) Canada is our nation's leading non-profit, student-run organization to advocate for space. To help with fundraising efforts that are crucial to the success of our projects and events, SEDS-Canada is seeking a Crowdfunding Campaign Manager to join our team.

The Crowdfunding Campaign Manager will be responsible for designing and maintaining online fundraising campaigns. These *may* include:

- The "Summer of SEDS" Campaign, a static-page online crowdfunding campaign that generally attracts donors who are affiliated with our current projects & events (e.g. the families of project participants). The [Summer of SEDS Campaign](#) began in 2018.
- An online, semi-interactive fundraising campaign during the week of Giving Tuesday which features SEDS-Canada staff, advisors, and alumni, as well as talks given by space experts and other content. This type of campaign has yet to be explored and is nominally aimed at attracting donors from the general public.

Our Crowdfunding Campaign Manager will be directly responsible for campaigns like these and can mold what these campaigns actually look like. This position will also involve the development of mail-out packages for donors to reward them for contributing to our achievements while correlating benefits to contribution amounts (e.g. stickers, patches).

The candidate must demonstrate the ability to engage in a professional manner with donors and should be a self-starter with little need for supervision. Previous experience using platforms such as GoFundMe and Kickstarter, as well as some social media experience, are strongly desired but not required. The most important attribute of SEDS-Canada employees is their passion for space and willingness to build expertise in their position as it relates to the space industry.

## Primary duties:

- Design static crowdfunding pages for a Summer of SEDS campaign
- Create a new, semi-interactive funding campaign for the general public like the one mentioned above
- Produce mail-out benefit packages for SEDS-Canada crowdfund contributors
- Manage the distribution of benefit packages to donors following campaigns
- Help develop a donor management system to keep track of donors appropriately
- Maintain contact with past donors and update them with SEDS events to cultivate strong partnerships

### Requirements:

- Time: 1-3 hours/week (with the expectation that the time commitment would increase nearing a campaign)
- Self-motivated & independent
- Background in social media marketing beneficial but not required

While fundraising experience is an asset, the most important fulfillment is a willingness to learn in a fast-paced and professional environment. This is an unpaid volunteer position.

Apply today by applying at [bit.ly/apply2seds](https://bit.ly/apply2seds), and we'll get back to you to set up an interview if you are selected.