



## Call for Volunteer: Major Donor Coordinator

SASA is looking for a Volunteer (unpaid) Major Donor Coordinator to help lead the Major Donor Fundraising Team in facilitating communication with donors, professors, and ambassadors. This position is most well-suited for someone with a passion for history and culture who is experienced with navigating the world of academia. They must be flexible, adaptive, and comfortable working independently as new projects and tasks emerge.

**Salary:** Unpaid

**Duration:** Ongoing Volunteer

**Hours:** 10-15 hours per week

**Application Deadline:** ongoing

**Location:** Remote with regular weekly meetings online

**Skills Needed:** Communication, Organized, Excellent interpersonal communication

### Position Description & Responsibilities:

As Major Donor Coordinator you will work closely with SASA Executive Director, David Danzig, and with SASA Ambassadors to support them in their fundraising efforts, plan and schedule meetings, handle ongoing correspondence with individual high-level donors and ambassadors, and things of that nature. Key responsibilities include:

- Prospect Research
- Coordinating the Ambassadors
- Outreach Communications
- Plan potential donor engagements
- Help craft messaging
- Create materials for donor interactions (with Creative Team)
- Upkeep of donor records
- Oversee interns

To apply, please send your resume and cover letter to [recruitment@saveancientstudies.org](mailto:recruitment@saveancientstudies.org).

## **About SASA**

SASA is a non-profit organization, tax exempt under IRS code 501(c)(3). SASA's mission is to counter the downward trend in Ancient Studies fields in academia, by (1) uniting graduate students to (2) engage students by guiding the widespread American interest in ancient times toward Ancient Studies, to (3) facilitate ease of access to studying the ancient world, and to (4) support and reimagine scholarship as a lifelong pursuit for those who work as professionals in other areas after receiving their PhDs.

At this time, all positions with SASA are unpaid, including management, volunteers, and interns, save for some few project positions paid for through grant funding. Since work for SASA is all done remotely, we take a proactive approach to supporting our volunteers and interns. Our goal is that internships with SASA are mutually beneficial, such that volunteers help work on various SASA projects and gain experience in multiple areas, learn skills, gain knowledge, and build connections with numerous people in Ancient Studies and the nonprofit world. Interns work alongside volunteers with more experience and under the guidance of our Team Leaders and the Director. Our work atmosphere is exploratory and collaborative. We all enjoy the company of people who have varied backgrounds and interests of all ages, and who are passionate in their pursuit.

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