



Campus Manager

The Collegiate Cultural Foundation (CCF) is an independent, non-partisan, non-sectarian, 501(c)(3) organization dedicated to promoting pro-family and pro-life awareness, advocacy, and education to college students. CCF's principal program is the Love & Fidelity Network (LFN) which advocates for a culture of sexual integrity at American universities in order to advance a pro-family ethic. Ivies for Life (IFL) is CCF's pro-life program supporting students to advance a culture of life in the Ivy League.

LFN pursues its mission through student-led chapters and groups which organize lectures and debates, public information campaigns, student activism, and appearances in campus media. LFN supports any college student anywhere living on campus who seeks to advance the truth about sexual integrity, marriage, and family by participating in our public programs and events such as the annual national conference, held in Princeton since 2007, which consistently attracts hundreds of students from universities across the country.

Acceptance of the position assumes familiarity with the Collegiate Cultural Foundation's pro-family and pro-life vision as well as a personal and professional commitment to the values and mission of the Love and Fidelity Network as set forth below.

The Love and Fidelity Network believes that the flourishing of society depends on healthy family lives and stable marriages to provide the next generation with sound moral instruction and character development. Furthermore, we believe that stable marriages and families, and the moral character they cultivate, are best supported by a commitment to the integrity of sex and to the healthy sexual attitudes and behaviors that honor that integrity. These values are often either forgotten or attacked at today's universities, where casual, "anything goes" attitudes about sexuality and relationships reign. It is crucial that young men and women in college – our next generation of parents and leaders – learn the realities of the sexual culture around them and how they can embrace a healthier and more responsible way of living out their sexuality and preparing for their own future marriages and families.

The Love and Fidelity Network advances the truth about the institution of marriage, the unique role of the intact family, and the value of sexual integrity among college students and in university practices, policies, and norms.

Position Goal

Establish a vibrant & permanent campus presence at target universities through affiliated student chapters and groups.

RESPONSIBILITIES (Prioritized in order)

Love and Fidelity Network & Ivies for Life, Time Allocation (90/10)

I. CHALLENGE / EDUCATE

Campus Presence

- Establish and/or maintain university recognition & standing of affiliate student chapters
- Support and encourage student groups who function as a chapter despite school recognition or status



- Create & maintain necessary infrastructure where needed (bylaws, budgets, officers, etc.)
- Ensure active member recruitment & engaged participation of members

Campus Events and Outreach

- Recommend campus speakers and activities (“menu offerings”) for student chapters
- Provide marketing support to student chapters and groups for private and public events, and membership requirement
- Offer on-site event management support for student activities as needed

II. ENCOURAGE / TRAIN

Chapter and Group Events & Meetings

- Develop college students’ ability to advance our tenants effectively on campus
- Facilitate student participation in curricula offering
- Chapter operations: ensure deadlines and event/activity expectations are met

III. SUPPORT / NETWORK

Across-Campus Affiliate Chapter Engagement

- Cultivate relationships with students
- Build a sense of comradery between various student chapters
- Update and maintain student chapter materials & manual
- Attend chapter events and activities
- Be the primary contact to student leaders
- Database management of student records

Intra-Campus Coalition Building

- Cultivate relationships between student chapters and other like-minded campus clubs.

Coalition Building

- Represent CCF at various national conferences, events, and coalition meetings

IV. OPERATIONS / DEVELOPMENT

Communications, Writing & Research

- Produce written articles about student activities for stakeholder communications
- Create and send student newsletter to cultivate sense of comradery across campuses
- Support affiliate chapters’ social media and public communications
- Monitor campus newspapers for trends in messaging about sex and relationships

The five-day work week is Wednesday to Sunday with off days of Monday and Tuesday during the academic year. Employees may also perform other duties as assigned.

TRAVEL

This position’s primary focus will be student engagement on campus, which requires a significant amount of travel to various designated universities within the United States. Below is a general outline of the required travel.

Travel Schedule

- August, September, October, November:



- Visit schools to be on-hand support during orientation week for tabling and chapter recruitment and to recruit participation in the national conference
- January, February, March, April:
 - Promote Valentine's Campaign participation, coordinate spring speaker series, symposium, officer elections, and the leadership seminar
- December, May, June, July:
 - Travel to campus is not anticipated

REQUIREMENTS & QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

- Four-year degree and experience of student life on target campuses.
- At least 2 years of experience in a related position (volunteer or paid).
- Ability to work unsupervised; confidently make high-level decisions to solve problems.

HOURS & LOCATION

- This role is based in the Princeton office, or may work remotely, if approved, with periodic office visits as required.
- This is an exempt, full-time position with evening and weekend work required.

BENEFITS

- 10 days (2 weeks) paid annual leave with no rollover of unused days to be used during the academic year
- 10 personal/sick days annually with no rollover of unused days
- 10 observed and paid federal holidays

SALARY

- The salary for this position will range from \$40,000 to \$43,000 depending on the experience of the applicant.
- It is expected that this position will be viewed as a two-year commitment assuming performance expectations are being met or exceeded.