Lussier Community Education Center
building community. creating opportunity. enriching education.

LCEC Development Director Position Description

The Lussier Community Education Center (LCEC) is a grassroots community center with a 35-year history of strong programs, broad partnerships and grassroots community organizing. Located on the grounds of Jefferson Middle School, the LCEC has a mission of building community, creating opportunities, enriching education.

As a member of the leadership team, the Development Director will lead the overall fund development efforts for the LCEC, building fund development capacity through a diverse array of strategies in support of a $720,000 operating budget. This person will have support (.5 FTE) to assist with marketing, communications and development tasks. In addition the Executive Director will work closely with the Development Director to plan and implement the center’s fund development efforts. The ideal candidate must have strong interpersonal skills, understand the importance of relationships, and be willing to reach into the community to build and broaden relationships. S/he must also be highly organized, creative, and flexible with firsthand knowledge of fund development in non-profits and strong interpersonal communication skills (both written and verbal). A history of work in a diverse setting is also desirable.

Compensation: $40-45,000/year with health insurance, life & short/long term disability insurance, and generous vacation and sick leave package.

RESPONSIBILITIES

Develop, update, and evaluate the annual LCEC Fund Development Plan and coordinate its execution

- Identify and pursue funding opportunities with foundations and local, state and federal government sources
- Manage individual donor support through individual approaches, direct mail and other vehicles
- Work with the Executive Director, Board and Development Council members to build relationships with potential major donors
- Maintain and expand the base of local businesses, service groups, faith communities supporting LCEC programs
- Organize events to support fund development goals, including awareness-oriented events and fundraisers
- Explore opportunities for planned giving, earned income and other revenue generation sources
- Monitor and communicate progress toward the annual fundraising goal to the Executive Director and Board

Build the fund development capacity of the LCEC

- Build the base of people involved in fund development including staff, board and volunteers
- Work with the Volunteer Coordinator to recruit volunteers to assist with development activities
- Work with and grow the LCEC Development Council - volunteers willing to help with development activities based on their own individual skills, talents and resources
- Train and prepare staff to participate in development activities, including grantwriting and public speaking
- Coordinate the development of new fund development initiatives, projects and events

Develop the communications strategy for the LCEC

- Create the annual report of the LCEC and any other LCEC marketing materials including brochures and information about special campaigns or initiatives
- Supervise and support the Development Assistant in developing the communications infrastructure of the organization
- Maintain personalized donor/funder communications designed to build awareness, understanding of the organization’s work

Develop and maintain the internal systems needed to support successful fund development

- Maintain, execute and oversee internal systems related to funders, pledge payments
- Develop and maintain master fund development calendar including all events, application and report deadlines
- Oversee the management of the LCEC eTapestry donor database

Application and a writing sample (maximum one-page) received by July 13, 2015 will receive first consideration. You may download an application in Word at www.LCECmadison.org or pick up an application at 55 S. Gammon Rd, Madison, WI 53717. Resumes and cover letters will be accepted with an application but not in place of one. You may drop off your application materials at the Lussier Community Education Center, mail them in, or email them to paul@LCECmadison.org.