



LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunity. enriching education.

Communications and Development Coordinator

SUMMARY

For 40 years, the Lussier Community Education Center (formerly the Wexford Ridge Neighborhood Center) has drawn in children, youth, adults and elders from all walks of life to take care of one another and create a more just, healthy and vibrant community. Each year the LCEC's 12,000-square-foot green-built structure welcomes thousands of people and hundreds of activities to build community, create opportunities and enrich education.

The Communications and Development Coordinator builds awareness, raises funds, and communicates impact. S/he ensures the best in donor communications, data management, direct mail appeals, print and online newsletters, web and social media updates, planning/follow-through for events, and overall strengthening of the LCEC's relationships with donors and partners. This position offers an ambitious professional the opportunity to gain significant experience in nonprofit communications and fundraising in partnership with a small team of experienced, committed, mission-driven individuals. This full-time position reports to the Development Director.

HOURS: 40 per week, primarily during office hours (8am to 5pm Monday through Friday), with some evening and weekend hours required

COMPENSATION: \$34,000 plus health and disability benefits and paid time off

Key responsibilities

COMMUNICATIONS

- Develop and publish content for website, electronic newsletter, and social media
- Serve as LCEC's primary photographer/videographer and curator of photographs/videos
- Produce fliers, posters, calendars, and publicity materials

FUND DEVELOPMENT

- Engage in all aspects of fundraising and fund development
- Process and acknowledge donations: log checks, prepare deposits, generate tax receipts, coordinate thanks from staff, board members, volunteers, and program participants
- Maintain CRM (constituent relations management) database: enter data accurately and on time, review/correct the work of others, and produce reports
- Organize and implement donor engagement and fundraising efforts, including two direct mail campaigns each year, in-person events, plus online and social media strategies
- Write timely, accurate, and effective grant proposals and reports

EVENTS

- Assist in planning and execution of annual Gallery Night and Harvest Celebration events; provide support to monthly community dinners; and support occasional breakfasts, house parties, and other events
- Oversee creative production and distribution of event materials and communications/publicity
- Maintain guest lists, gather and prepare registration materials, and perform other duties as assigned

Participate fully in the shared work of the LCEC, community events, staff meetings/trainings, and other duties as assigned

proud to celebrate 10 years in this building and 40 years of people caring for one another

55 S Gammon Rd, Madison WI 53717 | tel: 608.833.4979 | fax: 608.833.6919 | LCECmadison.org

Required education and experience

- Superior writing skills and competent layout/design skills
- High level of proficiency with Microsoft Office
- Experience working well independently, collaborating, and taking direction
- Proven ability to engage with and develop communications for socio-economically, ethnically and culturally diverse populations
- Demonstrated ability to learn quickly, create effective systems/processes, juggle multiple tasks, and adhere to deadlines in a lively, fast-paced work environment

Preferred knowledge and skills

- Experience in digital and print communications preferred
- Proficiency with social media platforms, MailChimp or similar email platform, WordPress, basic image editing and Canva or similar tools, and donor database management (Bloomerang preferred) a plus
- Experience with fund development preferred
- Applicants with Spanish and/or Hmong language abilities welcome

TO APPLY

Download the application at LCECmadison.org or pick up at the Lussier Community Education Center, 55 S Gammon Rd, Madison. Cover letter and resume sent without an application may prompt consideration, but a completed application will be required before hire. Send to Paul at paul@LCECmadison.org or by mail.

Applications received by **June 10, 2019**, will be given first consideration.

LCEC is an EOE/AA employer.