



# LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunities. enriching education

## COMMUNICATIONS & DEVELOPMENT COORDINATOR

The Lussier Community Education Center (LCEC) is a grassroots community center with a 43-year history of strong programs, broad partnerships, and grassroots community organizing. Located on the grounds of Jefferson Middle School and Memorial High School, the LCEC has a mission of *building community, creating opportunities, enriching education*.

The Communications and Development Coordinator builds awareness, raises funds, and communicates impact. They ensure 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 hours per week, primary office hours of 9am-5pm; some evening/weekend required

### COMPENSATION

\$39,330 per year plus health benefits, paid time off, 403b, and life/disability insurance

### 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

55 S Gammon Rd  
Madison WI 53717  
tel: 608.833.4979  
fax: 608.833.6919

[LCECmadison.org](http://LCECmadison.org)



**PARTICIPATE FULLY IN THE SHARED WORK OF THE LCEC, COMMUNITY EVENTS, STAFF MEETINGS/TRAININGS, AND OTHER DUTIES ASSIGNED**

**FOUNDATIONAL SKILLS, TRAITS & 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 write strategic communications pieces for an organization, including press releases, newsletters, website content, etc.
- Experience with fund development
- Strong photography and videography skills
- Demonstrated ability to learn quickly, create effective systems/processes, juggle multiple tasks, and adhere to deadlines in a lively, fast-paced work environment

**PREFERRED SKILLS, TRAITS & EXPERIENCE**

- 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
- Applicants with Spanish and/or Hmong language abilities welcome

**TO APPLY**

Download an application or complete the online application at [LCECmadison.org/about/job-opportunities/](https://LCECmadison.org/about/job-opportunities/) or pick it 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. Submit completed application via email to [jobs@LCECmadison.org](mailto:jobs@LCECmadison.org) or by mail.

LCEC is an EOE/AA employer.