



# LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunities. enriching education

## DEVELOPMENT DIRECTOR

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*.

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 \$1m operating budget. This person will have support (FTE Coordinator) 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. They 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.

### HOURS

40 hours per week, primary office hours of 9am-5pm; some evening/weekend required

### COMPENSATION

\$59,492 per year plus health benefits, paid time off, 403b, and life/disability insurance

### 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 grant writing and public speaking
- Coordinate the development of new fund development initiatives, projects and events

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

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



### **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 Communications and Development Coordinator 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 Bloomerang donor database

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

### **FOUNDATIONAL SKILLS, TRAITS & EXPERIENCE**

- Associate degree in Communications, Marketing, or related field preferred
- Experience in non-profit fundraising, including donor relations, grant writing and reporting, required
- Relevant experience with increasing leadership responsibility in non-profit development required
- Experience effectively managing staff
- Experience with annual campaign planning and implementation
- Experience in digital and print communications
- Superior writing skills and competent layout/design skills
- High level of proficiency with Microsoft Office
- 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 SKILLS, TRAITS & EXPERIENCE**

- 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.