



## COMMUNICATIONS & DEVELOPMENT COORDINATOR

The Lussier Community Education Center (LCEC) is a grassroots community center with a history of strong programs, broad partnerships, and grassroots community organizing. Located on the grounds of Ezekiel Gillespie Middle School and Memorial High School, the LCEC has a mission of *building community, creating opportunities, and 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 Director of Development.

**HOURS:** Full time, non-exempt. The hours worked are generally Mondays - Fridays, 9 AM 5 PM. Occasional evenings and/or weekends for special events.

**COMPENSATION:** \$40,508.87/year plus health insurance, dental insurance, life & short/long term disability insurance, 403(b), flexible spending account for healthcare purchases, and a generous vacation, sick leave, and personal days package.

### **RESPONSIBILITIES**

- 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
- 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 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
- 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 in the shared work of the LCEC, including but not limited to monthly Community Dinners, monthly staff meetings, and other events as they arise
- Complete any other duties needed to help fulfill the mission of the LCEC and adhere to the LCEC Framework

#### **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 a plus
- Applicants with Spanish and/or Hmong language abilities welcome

**TO APPLY**

Please send a cover letter, resume and 1 page writing sample (750 to 1,000 words) via email to [jobs@LCECmadison.org](mailto:jobs@LCECmadison.org).

A completed application will be required before hire. An online application can be found at [LCECmadison.org/about/job-opportunities/](http://LCECmadison.org/about/job-opportunities/)

You can also pick up an application at the Lussier Community Education Center, 55 S Gammon Rd, Madison.

Lussier Community Education Center is an EOE/AA employer.