SESSION ANNOUNCEMENT

DEVELOPMENT COORDINATOR

The Louisiana Community and Technical College System (LCTCS) is now taking applications for one Development Coordinator to be domiciled in Baton Rouge.

SUMMARY:

This is an unclassified position reporting directly to the Executive Director of System Advancement.

The Development Coordinator is responsible for all administrative aspects of the System Advancement and Fund Development program of the LCTCS. This is one of three positions reporting to the Executive Director of System Advancement. The Development Coordinator participates in all aspects of the System Advancement and Fund Development activities of the Advancement Office including college, donor and public relations, System Foundation initiatives, fund development and campaign activities, meetings and special events. The position requires personal initiative, the ability to manage multiple projects and prioritize tasks on a daily basis, and sound judgment.

Duties and Responsibilities include but are not limited to the following:

- Assist the Executive Director of System Advancement by supporting fundraising strategies: preliminary prospect research on corporations, foundations and individuals, campaign planning and tracking, preparation of campaign correspondence and packets, donor and media kits, and other materials.

- Maintain foundation, corporation and individual donor files including tracking and maintaining gift agreements, preparing donor correspondence including the preparation of donor acknowledgement letters, answering donor questions, and ensuring donor confidentiality.

- Process Foundation donations and payments in accordance with established policies and procedures; maintain complete and accurate records of all transactions; and ensure compliance with state laws, regulations, and board policy (both Foundation and LCTCS Board of Supervisors).

- Maintain financial documents for the Foundation and System Advancement by processing deposit memos, disbursements, check requests, and purchase requisitions.

- Maintain the donor database with accurate, up-to-date information, properly track and invoice pledges, prepare fundraising reports monthly and upon request, track tax credit donations in the database and keep a file for each tax credit donor, track corporate matching gifts to ensure proper credit, track in-kind contributions and ensure credit and acknowledgment; and ensure the timely acknowledgement of all donations.
- Assist in the development of electronic and printed materials and correspondence for the LCTCS Foundation and the System Advancement office

- Prepare supply requisitions; maintain office supplies; assure that property and inventory procedures are followed; maintain associated records and reports as required by the system; maintain service contracts for office equipment such as laptops, cellular phones, projectors, etc. and perform related functions as needed to properly operate the office

- Review and route mail, screen calls, greet visitors and answer questions regarding the Office of System Advancement, the LCTCS Foundation, and advancement initiatives, in a positive, professional, courteous, and responsive manner

- Perform other duties as assigned by the Executive Director of System Advancement including special projects as required in a positive team environment

- May exercise supervisory responsibility over student workers.

**MINIMUM QUALIFICATION REQUIREMENTS:**

1. A baccalaureate degree in communication, public relations, or related fields and one year of experience in a non-profit setting. Experience using databases, internet research, and event planning required.

   May substitute for #1
   - A baccalaureate degree in a non-related field and a minimum of two years of work experience in a non-profit setting. Experience must include using databases, internet research, and event planning. **Or**
   - A two-year degree plus a minimum of three years of related work experience to include working in a non-profit setting.

2. **Plus** proficiency in the use of Microsoft Word, Excel, PowerPoint. Experience with any donor management program a plus. Must have the ability to type at least 45 wpm with accuracy.

3. Required Characteristics: Strong written and oral communication skills; strong organizational skills; ability to work independently and as part of a team; flexible, positive, and creative; ability to manage multiple deadlines; ability to professionally represent the LCTCS Office of System Advancement.

**Application Instructions:**

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to: Assistant Director of Human Resources, Louisiana Community and Technical College System, 265 S. Foster Drive, Baton Rouge, LA 70806 or via email to fkillen@lctcs.edu

Applications will be accepted until position is filled.