



Staff Job Description

DATE	POSITION #	POSITION TITLE
2/2/2021	FA9711	Development Coordinator

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
EAD/K-12 Operations	Foundation	Admin III	FA9915

STATUS: Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: AFT	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input checked="" type="checkbox"/>	Full-Time (40 hrs/wk): <input checked="" type="checkbox"/>	Part-Time: <input type="checkbox"/> ____ Hrs/Week	Pooled Position: <input type="checkbox"/>	Type here # of Employees if this position is pooled.
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JOB SUMMARY: This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

Reporting to the Foundation Director, the Development Coordinator has responsibility to increase annual and recurring donations including development, implementation, and analysis of a comprehensive strategic and integrated annual giving program to address funding gaps. The Development Coordinator will execute a program that includes all stages of the prospect continuum including, discovery, cultivation, solicitation, and stewardship/retention; including direct asks via direct mail and digital (email, social media, etc.). Concentrating on achieving yearly donor and dollar goals by working with College departments to create prospect lists and fundraising plans to establish endowed funds. The Development Coordinator will employ Moves Management techniques in identifying major gift and planned giving prospects including alumni, current donors, businesses, foundations, LCC employees, retirees, and other prospective supporters of the College. The Development Coordinator will create marketing and communications plans to support annual giving, work with alumni, plan and attend events, apply for grants, and create, maintain and strengthen internal and external relationships.

DIRECT REPORTS: If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

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ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
<u>35</u>	1	Makes direct solicitations through identifying, creating, and segmenting prospect lists working with College departments to identify gaps and create fundraising plans including creating a compelling case for support, comprehensive communication, and marketing strategies. Creates and utilizes annual giving materials across a variety of media including print and digital (advertising, email, and social media) to secure annual and sustaining gifts.
<u>25</u>	2	Conducts fund audits to determine funding gaps. Secures annual (and sustaining) gifts to meet those gaps by developing and executing segmented, interest-specific solicitations for board members, alumni, faculty, staff, and friends including managing the production of annual giving materials. Increases retention and the average number of gifts per donor per year.
<u>15</u>	3	Increases average gift by using Moves Management techniques to identify and qualify annual and sustaining donors for next level giving including identifying those that should move into a major gift or planned giving portfolio for cultivation and solicitation.
<u>10</u>	4	Utilizes systems and software (Raiser's Edge NXT) to track, evaluate, and cultivate donors and prospects, including donor database and wealth screening tools. Track and report progress using specific metrics.
<u>10</u>	5	Researches and writes value propositions, case statements, human interest stories, grants, and press releases to increase awareness of endowed funds and grow annual giving, working with LCC's marketing and public relations teams.
<u>5</u>	6	Participates in planning and execution of Foundation activities including special events, Board of Directors meetings, committees, and College and Foundation events.

CORE COMPETENCIES: Record the knowledge, skills, and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

KNOWLEDGE:

- Knowledge of issues regarding resource development.
- Knowledge of emerging technologies that support fundraising and resource development.
- Knowledge of Moves Management techniques to identify, cultivate, and steward donors and prospects.

COMMUNICATION/INFLUENCE:

- Ability to use Moves Management strategy to identify prospects.
- Help departments support students through philanthropic giving to increase available scholarships and support for students.
- Proven leadership and interpersonal skills.
- Excellent written and oral communication skills, along with a keen ability to listen with an ability to write and speak persuasively.
- Ability to use Moves Management to increase annual gifts and identify major donor and planned giving prospects.

PROBLEM-SOLVING:

- Ability to use good judgment in handling sensitive, political, or difficult situations.
- Ability to research, analyze, create, and improve systems.
- Ability to apply knowledge and data appropriately to find solutions and the best alternatives.
- Demonstrated experience managing multiple priorities and complex projects in a team-oriented environment while maintaining attention to detail.



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LEADERSHIP:

- Ability to foster team building and cooperation with the College, Foundation Board of Directors, staff, and community.
- Excellent planning, organizing, and managing skills in a complex work environment.
- Ability to work independently and prioritize work.
- Must use good judgment in handling sensitive, political, or difficult situations.
- Ability to work with diverse populations.
- Demonstrated ability to research, analyze, create, and improve the process in systems.
- Able to work under pressure of deadlines, meet agreed-upon performance metrics, and fundraising goals while possessing mature judgment and flexibility.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses, and/or special training required to perform the essential functions of this job.

Required

- Bachelor's degree or an equivalent combination of education and experience.
- Demonstrated experience in fundraising project management including a history of cultivating, soliciting, securing, and stewarding annual and recurring donors.
- Demonstrated experience analyzing data to support data-based decision making.
- Demonstrated successful experience with direct ask solicitations.
- Demonstrated experience in annual giving or related areas.

Preferred

- Experience speaking in public, creating written materials for publication.
- Certified Fund Raising Executive (CFRE).
- Experience working in a higher education environment.

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

WORK ENVIRONMENT: Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

SIGNATURES

Supervisor's Name: Cathy Zell

Supervisor's Signature: Cathy Zell **Date:** Feb 2, 2021

Dean/ELT's Name: Toni Glasscoe

Dean/ELT's Signature: Toni Hughes Glasscoe **Date:** Feb 3, 2021

HR Rep: Sydney Glasscoe

HR Rep Signature: Sydney Glasscoe **Date:** Feb. 4, 2021



Staff Job Description

ADA COMPLIANCE JOB DESCRIPTION CHECKLIST *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

Position #: FA9711

Date: 4/26/2019

Supervisor's Position #: FA9915

Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: [Click or tap here to enter text.](#)

Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)

- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)
- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises