



Development Specialist

Description

Lausanne Collegiate School is seeking an energetic individual to take on the essential role of supporting the school's Office of Development & Community Engagement as it continues philanthropic work and donor engagement supporting the largest capital campaign in the school's history. The Development Specialist manages development accounting, gift acknowledgments, Lausanne's Lynx Store, and assists with various departmental events and needs as well as donor outreach and activities. The successful candidate will have superior organizational skills, be detail-oriented, and willing to work within a dynamic and fast-paced environment. This role involves room for growth, and responsibilities may evolve based on strengths and/or interests.

This is a 12-month full-time salaried position and reports to the Chief Development Officer.

Duties

- Manages development-related accounting, including accounts payable, credit card statements, Business Office reconciliation, mid and end-of-year projections, and budget proposals
- Manages all gift acknowledgments in concert with the Associate Director of Development
- Manages the Lynx Store, including inventory, operational hours, volunteer outreach and management, accounting, social media/marketing, communications to Lausanne team members regarding hours / security / housekeeping / maintenance, and financial and inventory reporting
- Assists with departmental special event planning and logistics and donor activities
- Assists with updating/organizing constituent information
- Assists with departmental mailings, including annual giving solicitations and outreach
- Maintains departmental filing systems in concert with the Associate Director of Development
- Manages departmental supplies
- In partnership with the Chief Development Officer, the Associate Director of Community Engagement, and the alumni/development team, manages the Lausanne Archives, including:
 - Updating archival software and systems, including the upload of historical images and yearbooks
 - Organizes, maintains and inventories the physical archives, including historical photographs and other relevant items
 - Strategizes and implements ways to share Lausanne's history throughout campus
 - Oversees student and alumni volunteers in maintaining, arranging, cataloguing and exhibiting collections of valuable archival materials
 - Applying knowledge of subjects, literary expressions and presentation techniques, selects and arranges documents within campus display cases

- Coordinates documents needed for reunions and other special events
- All other duties as assigned

Qualifications

- BA/BS degree required; specializations in public relations, non-profit, communications, and accounting a plus
- Fundraising software training and proficiency preferred
- 2-4 years general office experience preferred
- Advanced expertise in Microsoft Office, especially Excel
- Accurate keyboard skills and a high degree of attention to detail
- Exceptional organizational skills, ability to establish priorities, meet competing deadlines, multi-task, troubleshoot, problem-solve and make responsible decisions
- Able to work as part of a team and to interact effectively and professionally with other departments
- Ability to be flexible in response to changing priorities
- Good verbal and written communication skills; ability to follow verbal and written instructions
- React to constantly changing situations in a calm and professional manner
- Excellent time management skills
- Ability to occasionally work nights and weekends, as needed

Compensation

Minimum Starting Salary: \$50,000

Application

To apply for this position, please submit a cover letter and resume to the attention of Zach Pretzer, Chief Development Officer, at zpretzer@lausanneschool.com.

Lausanne Collegiate School is a PK2 – 12 non-sectarian, co-educational independent day school of 900 students, located in Memphis, Tennessee. Its mission is “to prepare each of its students for college and life in a global environment.”

As an International Baccalaureate World School it enjoys the reputation of having a premiere combination of excellent academic, athletic and artistic programs, serving students from all over the Memphis area, the United States and over 55 different countries. The success of the nurturing environment created by "The Lausanne Way" and the unique process approach to education offered through Lausanne's innovative, student-centered, college preparatory and global education for boys and girls has resulted in tremendous success for our graduates.

Lausanne's Commitment to Diversity: *Lausanne is a community that will never tolerate any form of discrimination, intolerance or ignorance from its students, faculty/staff/administration, parents or any other Lausanne community members. We promote diversity and inclusion within all areas of our community. Therefore, as an educational institution, Lausanne's goal is to foster a community that evokes positive change in the world.*