



CAREER OPPORTUNITY

JOB TITLE: Development Coordinator
REPORTS TO: Director Development

Organization Summary

The Lincoln Foundation has empowered disadvantaged youth to overcome adversity through education since its inception by Berea College over 100 years ago. The mission of Lincoln Foundation is to provide educational enrichment programs that develop and support youth in overcoming barriers to achievement. The Lincoln Foundation provides year-round programs and educational enrichment that annually serve approximately 600 multicultural students from the age of two through college. Our nontraditional educational programs consistently generate a significant social return on investment. Moreover, the Lincoln Foundation demonstrates through outcomes that students can break the cycle of poverty in their families through higher education. Students are holistically developed in an educational culture that stresses academic achievement and graduation from college.

Lincoln Foundation's signature Whitney M. YOUNG Scholars Program® has a proven track record of success enabling college academic achievement and graduation. The program recruits academically talented, socioeconomically disadvantaged seventh graders in the Louisville Metro area and prepares them for high school graduation and college. Eligible students must have a minimum grade point average of 3.0 and qualify for free or reduced lunch. The Scholars program serves approximately 525 Scholars per year in grades 7-12 through its three educational components: Educational Clinics, Parental Institutes and Summer Institutes.

Position Summary

Lincoln Foundation is seeking a **Development Coordinator** to provide support relative to fundraising, marketing and external communications. The Coordinator provides development specific support and reports directly to the Director Development. Supports the Director and Vice President Finance & Operations regarding development, marketing, branding, digital assets, and donor relations. The Development Coordinator is responsible for supporting the marketing of Lincoln Foundation's educational programs, special events and activities. The Coordinator is expected to be a team player and display exemplary customer service to students, parents/guardians, volunteers, educational and/or community engagement partners.

VISION: The Board of Trustees is committed to making the Lincoln Foundation the premier provider of out-of-school college preparatory programs for socioeconomically disadvantaged students in the region.

CANDIDATE CORE VALUES: Business ethics, integrity, character, interpersonal skills, and accountability.

CANDIDATE QUALITIES: Mission driven, critical and creative thinker, self-motivated, collaborative, and team player.

CORE COMPETENCIES: Donor relations experience, data analysis, data entry, managing mailing lists, letter writing, donor segmentation, reporting

POSITION KEY ACCOUNTABILITIES:

Development (60%) - Develop a working knowledge of the donor community, specifically donor relationships, history, family/friends, communication and customer service. Become a proficient user of Donor Perfect Online software (DPO) and be the “go to” person for questions on donor related questions. Follow protocols for excellent donor database management. Maintain donor data to include set-up and donor profile updates in Donor Perfect software. Prepare donor acknowledgement letters, at the direction of the Director Development, for the President’s signature 24-48 hours after the donation is received. Extract donor contact information for research, mailings of newsletters, e-newsletters, e-blasts, year-end appeal, annual campaign, special events, advertising and holiday cards. Prepare donor reports to include giving history, special events, and campaign results. Researches donor data requests from management and provides information with the highest level of data integrity. Clean-up donor database by removing duplicate records and ensuring correct donor coding. Reconcile donations and pledges with Accounting on a monthly and yearly basis and produce reports that facilitate the reconciliation of the Development Dashboard. Follow proper DPO protocols, procedures and standards. Support the Director Development in all fund development efforts, special events and initiatives.

Marketing/Communications (20%) - Provide creative support for Lincoln Foundation marketing with respect to the Lionel Hampton Tribute Evening of Jazz, Lincoln Institute Alumni reunion, and other community-based organizations. Facilitates the development of educational programs brochures utilized for both marketing and recruitment purposes. Facilitates the development of marketing brochures in support of the historic Lincoln Institute campus, Whitney M. Young, Jr. Birthplace, and Lincoln Institute Alumni Center. Assist in writing LINC newsletter articles and researching relevant photographs. Support donor cultivation events such as lunch and learn, breakfast ask event, and receptions. Ensure website updates by regularly monitoring content, recommending improvements, revising items such as calendar and educational programs specifics. Facilitate Lincoln Foundation social media posts including Facebook, Twitter, and Instagram.

Digital Assets (10%) - Cataloging, organizing, and archiving all Lincoln Foundation digital assets. Responsible for the development of Senior Banquet photo PowerPoint presentation (historical photos). Catalog educational programs photographs that are currently stored in various locations such as external hard drives and in Flickr. Librarian for all Lincoln Foundation digital assets to include documentation, storage retention, retrieval, and archival of all assets. Facilitate annual graduating class photograph to ensure best quality photo is obtained. Support the traditional Senior Banquet program recognition. Documents educational programs activities and demonstrations of learning by photograph and/or video for Lincoln Foundation digital assets and records. Photo highlights for Board of Trustees committee and quarterly meetings. Assisting with photography at Educational Clinics/summer programs.

Customer Service (10%) - Model best known customer service practices with our most important asset: Whitney M. YOUNG Scholars, students, and parent/guardians. Specific customer service priority is to always be given to the Lincoln Foundation’s most significant customers, key constituents, partners, students and/or parents/guardians. Support the effective facilitation of Lincoln Foundation signature events

specifically Whitney M. YOUNG Scholars Program® Senior Banquet, Holiday Brunch, and Closing Auction. Support the organizational goal to have value added traditional events with exemplary customer service. Foster healthy win-win relationships with educational and/or community engagement partners.

PROFESSIONAL QUALIFICATIONS:

- Bachelor's degree in business or marketing preferred
- 2-4 years development or marketing experience
- Strong organizational abilities including planning, prioritization, and task facilitation
- Demonstrated computer software experience, specifically donor management software and Microsoft Office products (i.e., Excel, Word, PowerPoint, Outlook, etc.)
- Ability to convey a vision of the Lincoln Foundation to donors, partners and key constituents
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with board members and other volunteers
- Professional maturity and public speaking ability
- Strong written and oral communication skills
- Ability and confidence to interface and engage diverse volunteer and donor groups
- Demonstrated ability to collaborate with staff (team player)

OTHER: Must pass credit and criminal background checks and drug screen, post-contingent of offer of employment.

BENEFITS: Lincoln Foundation offers a competitive and comprehensive total compensation plan and benefits platform.

EQUAL OPPORTUNITY EMPLOYER: Lincoln Foundation is an equal opportunity employer which strives to provide equal opportunities on the basis of merit and without discrimination in terms of age, sex, race, color, national origin, disability, citizenship, religion, marital status, sexual orientation or veteran status.