DATE:	**2/5/2019**	POSITION #:	**FA9711-00**
NAME OF INCUMBENT(S):			
JOB TITLE**:**	**Development Coordinator**		
DIVISION:	**EAD and K12 Operations**		
DEPARTMENT:	**Foundation**		
PAY TABLE/LEVEL/GRADE:	**ADM III**	REPORTS TO:	**FA9915-00**

STATUS: *Please click the appropriate boxes that apply*.

☑ Regular/Continuing   ☐ Temporary/Limited Duration   ☑ Full-Time (40 hrs/wk)

☑ Bargaining Unit: __AFT__   ☐ Individual Position   ☐ Part-Time: _____ Hours/Week

☐ Non-Bargaining   ☐ Pooled Position:

☐ Provisional/Grant Funded   _____ No. of Employee if this position is pooled.

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 Executive Director (ED), The Development Coordinator serves as the major gifts officer who will design, develop, and implement the LCC Foundation's major gift and planned giving programs. The Major Gifts Officer will be responsible for managing and cultivating relationships with existing major prospects, as well as identifying new prospects. An ability to empathize with donors and clearly communicate the mission of Lansing Community College and the Foundation is key. The Major Gifts Officer is expected to energize team members, internal and external constituents, persuade prospects, and secure impactful gifts.

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

Direct Report(s):	**N/A**

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
35	1	Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications).
25	2	Identifies, cultivates, and manages a portfolio of major and planned gift prospects. Presents donor proposals and closes and stewards gifts. (# determined annually)
15	3	Grows the annual campaign to support the progression of donors via Moves Management to major gifts and planned gifts.
10	4	Utilize systems and software to track and cultivate donors and prospects, including donor database and wealth screening tools. Track and report progress using specific metrics.
10	5	Participates in activities including: special events, Board of Directors meetings, committees, and College and Foundation events.
5	6	Researches, tracks, and applies for appropriate grants from foundations and corporations.

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.*

- Ability to use Moves Management strategy to secure gifts.
- Help donors accomplish their philanthropic goals and ambitions through a relationship with the College.
- Strong leadership and interpersonal skills.
- Ability to foster team building and cooperation with the College, Foundation Board of Directors, staff, and community.
- Strong 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 process in systems.
- Knowledge of the College's mission, vision, and priorities.
- Ability to maintain confidentiality.
- Strong organizational and time management skills.
- Strong communication skills including ability to write and speak persuasively.
- Ability to work with and secure gifts from corporate and foundation donors.
- 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.*

- Bachelor's degree or an Associate degree and a minimum of 2 years demonstrated related fundraising work experience. (required)
- Demonstrated history of cultivating, soliciting, and securing major gifts. (required)
- Experience with creating, organizing, and maintaining a portfolio of major/planned donors. (required)
- Experience speaking in public, creating written materials for publication. (preferred)
- Certified Fund Raising Executive (CFRE). (preferred)
- Experience working in higher education environment. (preferred)

PHYSICAL AND MENTAL REQUIREMENTS: *Complete the physical and mental demands on the attached <u>ADA Checklist</u> 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 characteristics on the attached <u>ADA Checklist</u> 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.**

Incumbent's Name (if any).		Incumbent's Signature*		Date	
Supervisor's Name	**Dan J. McKean**	Supervisor's Signature*		**Date**	
Dean/ELT's Name	**Toni Glasscoe, Ed.D.**	**Dean/ELT's Signature**		**Date**	
Note: Signature means approval, otherwise return for signatures.					
Human Resources Rep.	**Sydney Glasscoe**	**HR Rep Signature**	*Sydney Glasscoe*	**Date**	**2/12/2019**
Note: Position description to be reviewed annually, upon posting or transfer of person or position.					

Lansing Community College   ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form . Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: __FA9711-00__	Date: __2/5/2019__	Supervisor's Position #: __FA9915-00__

Materials Used:

Standard Office Equipment:

☑ Computer keyboard, mouse, screen (either desktop or laptop)   ☑ Paper and Pencil/pen

☑ Various software (spreadsheet, word-processing, web-base, other media)   ☑ Projector and Screen

☑ Telephone, blackberry, fax   ☑ Copier. collator, reproduction

Others, please list:

Standard Trades Equipment:

☐ Carpentry   ☐ Electrical   ☐ Plumbing

Others repair/maintenance tools, please list:

Mental Functions:

☑ Comparing (compare/contrast data, people, things)   ☑ Copying (entering, posting, transcribing data)

☑ Synthesizing (combine data, concepts, interpretations)   ☑ Analyzing (examine, test data, present alternative actions)

☑ Computing (math calculations or carrying out formula operations)

☑ Compiling (gathering, classifying, evaluating data, people, things)

Auditory Functions:

☑ Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)

☑ Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

☑ Near acuity (at 20 inches or less when minute 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)

Smell and Tasting Functions:

☐ 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 the time)

☑ Light (exert upt to 20 lbs of force to lift, carry, push, pull, move object; 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)   ☐ Vibrations

☐ Extreme cold (inside, outside)   ☐ Hazards (fumes, odors, dust, toxic chemicals, allergens,

☐ Extreme heat (inside, outside)   ☐ Extreme noises

☐ Confined/restricted spaces   ☐ Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock)

Based upon www.job-analyis.net