Program and Development Coordinator

LLC seeks an experienced development professional with a passion for nonprofit excellence. As a leader of LLC, the Program and Development Coordinator will create, execute and evaluate all development and operational aspects within the organization. This position will implement the strategic goals and objectives of LLC with direction and leadership toward the achievement of LLC’s philosophy, mission, strategy and its annual goals and objectives. The coordinator will work under the direction of the President and CEO. This individual will maintain day to day internal office policies and procedures. This position will communicate with class participants, Alumni, Board members and other community leaders regarding all aspects of the organization. The goal of this position is to be the visionary, diplomatic, innovative arm of LLC.

This is parttime position (20-25 hours) Hybrid

Duties:

* Support designing, marketing, promoting, delivering and implementing quality programs and services to members and community members. (LEG UP Conference, Homecoming and High School TLC Program)
* Effectively manages the human resources of LLC according to authorized personnel policies and procedures that fully conform to current laws and regulations.
* Assures LLC and its mission, programs, products, and services are consistently presented in strong, positive image to relevant stakeholders.
* Support fundraising planning and implementation (Golf Outing, Difference Maker Gala)
* Signature Program and High School (TLC) – Supports the design, development and delivery of specific programming to participants.
* Participate in community outreach opportunities including (1) board service and community committees, representing LLC
* Participate in the LLC Programing Committee as liaison to the President & CEO

**Position Requirements**

* Significant and proven leadership skills developed through several years in senior management positions. Excellent organizational development, interpersonal, marketing, communication, administration, and personnel management skills essential
* Is visionary, trustworthy, diplomatic, understanding and innovative with high energy level.
* Success at fund development, including knowledge of and success in attracting foundation and corporate grants; ability to identify, steward and solicit individual donors for specific projects and programs.
* Excellent communication skills, both written and oral; strong presentation skills
* The ability to foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management.
* Ability to raise the visibility of the organization through successful marketing including expansion of the membership and alumni base.
* Excellent analytical skills
* Must be highly motivated and possess a personal commitment to the success of LLC.
* Must be detail oriented and have the ability to prioritize.
* Ability to be a team player in a fast-paced environment.