



Job Announcement
Development Coordinator

Development Coordinator (full time)

Louisiana Appleseed Center for Law & Justice – New Orleans, Louisiana

Anticipated Starting Date – July 1, 2017 - Position is open until filled

BACKGROUND

Louisiana Appleseed is a non-profit, non-partisan 501(c)(3) organization founded in 1997, and reconstituted in 2007, whose mission is to work for systemic policy reforms that achieve justice and fairness for vulnerable populations in Louisiana. Our goal is to advance social justice by increasing access to education, opportunity and justice. We recruit professionals, mostly lawyers, to donate pro bono time to solve problems at the policy, or systemic, level.

Position Summary – Louisiana Appleseed seeks an experienced, creative and energetic person to assume substantial responsibility to further expand a comprehensive, successful fundraising program that includes individual, corporate and foundation donors, direct marketing, major donor identification and solicitation, special events, and overall fundraising administration. This person also will be expected to become well-versed in Louisiana Appleseed’s substantive policy and law-reform projects and involved with our overall communications/PR efforts and to contribute to those efforts to further fundraising and development goals.

The successful candidate will work in our office, which is based in New Orleans. We are a state-wide organization; periodic travel around Louisiana will be required, usually on a day-trip basis.

RESPONSIBILITIES

The Development Coordinator will be part of Louisiana Appleseed’s collaborative staff and the Board of Directors development team and will report directly to the Executive Director. Specific responsibilities include, but are not limited to:

- Review and develop Louisiana Appleseed’s development strategy and propose an annual and multi-year development strategy;
- Develop and implement new strategies for expanding individual donor giving;

- Schedule and coordinate individual, corporate, and foundation donor prospect meetings and attend these meetings with the Executive Director, staff and board members;
- Research new funding sources (individual, corporate, foundation) and compile data on likely support of Louisiana Appleseed's mission and projects, grant application processes and deadlines;
- Work collaboratively with staff in drafting and finalizing all grant applications;
- Develop an annual schedule for preparing grant letters of inquiry and grant applications in close collaboration with staff and, as appropriate, board members;
- Assist staff with the planning and coordination of the annual Good Apple Gala fundraiser;
- Develop, design and write all appropriate fundraising promotional materials;
- Become thoroughly proficient in a donor tracking software system, be responsible for maintaining all aspects of the system, ensuring that it is up-to-date and fully useable and prepare targeted reports as requested by staff and Board of Directors;
- Collaborate with the board and staff in developing and implementing our overall development and communications strategies.

QUALIFICATIONS

Education and Experience:

- Bachelors degree, required;
- Two to three years of fundraising and development experience, preferably in a non-profit setting – event planning a plus;
- Advanced computer skills to include spreadsheet and word processing software;
- Understanding of database management, preferably individuals who have previous experience with database development, pulling queries and writing reports.

Skills and Abilities:

- Ability to establish priorities, work independently and proceed with objectives without supervision;
- Excellent writing, editing and communication skills;
- Strong desire to meet goals and commitments;
- Highly organized, thorough and detail oriented;
- Experience with interacting with attorneys or other professionals, or the ability to do so;
- Positive and energetic attitude;
- Willingness to share pre-existing contacts or connections with funders, to benefit Louisiana Appleseed;
- Expertise in successfully utilizing social media strategies, including Facebook, Twitter, YouTube, etc. in fundraising initiatives;
- Staff or volunteer experience with non-profit organizations;
- Proficiency in internet research for potential funders and ability to analyze a funder's website and Form 990 to determine likelihood of supporting Louisiana Appleseed's work;
- Knowledge, awareness, and interest in current public policy issues in Louisiana;
- Demonstrated commitment to public interest justice advocacy;
- Strong interpersonal skills and ability to effectively build and maintain relationships;

- Preference to work in a team-oriented and collaborative environment.

SALARY AND BENEFITS

This position offers a competitive non-profit salary based on education and experience, with health care, retirement and other benefits. Louisiana Appleseed is an equal opportunity employer and encourages applications from all persons regardless of their religion, race, gender, age, nationality or sexual orientation.

TO APPLY

Please send responses *via email only* to Christy Kane: ckane@appleseednetwork.org – include a cover letter, resume, writing sample and three references.