



## **Alumni & Fundraising Coordinator**

### **Full Time Position**

At Project LEARN, we believe that every student should have access to a world-class education. Working hand-in-hand with the Lowell Public Schools, we fund innovative programs and services to inspire today's students and equip them with the skills, knowledge and mindset they need for college, career and life.

Our vision is to transform the Lowell Public Schools into a model of urban educational excellence. We will do this by developing and funding crucial services and enrichment programming to support educators, students and their families.

For more information, please visit [www.projectlearninc.org](http://www.projectlearninc.org).

### **Position Description**

Project LEARN is seeking a creative, solutions-focused Alumni & Fundraising Coordinator to develop, manage, and maintain current and new programs. The Alumni & Fundraising Coordinator will develop and seek funding for Project LEARN's innovative programs, and build visibility for programs through outreach with community members, stakeholders, and the Lowell High alumni network.

### **Responsibilities**

#### Administration:

- **Maintain and build accurate funder & alumni database records;** capture contact and grant info for foundations; capture biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.;
- **Organize all administrative tasks regarding donor communications/asks,** including printing, donor tracking, database management for annual appeal, donor thank yous, event mailings etc.;
- **Develop/design and message marketing materials,** flyers; such as alumni enews, event promotions using Canva.com;
- Support donor/volunteer communications and management; and
- **Organize fundraising and awareness building events.**

#### Alumni Relations:

- **Plan, implement, and promote alumni programs,** awareness-building events, and fundraisers that support Lowell Public School's and Project LEARN's strategic plans;
- **Support Project LEARN E.D. to develop a longer-term strategy and action steps for a multimillion dollar Endowment Campaign;**
- **Partner with LHS staff to plan the growth and accessibility of career networking services** for students and alumni;
- **Recruit and manage volunteers/student interns** as needed to support implementation;
- **Provide organizing support and attend LHS reunion events** and be a visible presence at other non Project LEARN alumni-related events in Greater Lowell; and
- Other duties as assigned.



#### Engagement & Program Coordination:

- **Develop and implement effective outreach and community-building strategies** to engage parents, community members, neighborhood groups, alumni, and partner organizations in creating initiatives that help boost student success at all levels (preK-12);
- **Build partner relationships and attend community meetings and events** with stakeholder organizations (Lowell Early Childhood Council, Greater Lowell Chamber of Commerce, Lowell National Historical Park, etc.);
- **Coordinate existing grant programs** with an eye for detail and outcomes-driven results. Projects may include: Lowell early childhood BookNooks, College & Career Readiness, and Lowell High Alumni engagement, among others;
- **Promote and advance existing/new programs** by developing a series of impact stories to help promote and advance programs and initiatives that are featured in the LHS Alumni newsletter and Project LEARN enews. Actively engage alumni, partner organizations, representatives of the Lowell Public Schools, donors, and parent groups to build awareness and program impact;
- **Regularly evaluate program components** so as to measure successes that can be effectively communicated to the staff, board, funders, and other constituents;
- **Work collaboratively with the Executive Director and education partners to seek funding** from grants, corporate and private donors that support student success and achievement; and
- **Organize and facilitate Project LEARN Associate Board meetings**, notes and activities.

#### **Qualifications**

The Alumni & Fundraising Coordinator will be thoroughly committed to Project LEARN's mission. All candidates should have proven outreach experience, project coordination, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Bachelor's degree related to nonprofit management or communications preferred, with at least 3 years of management experience; track record of effective program development and design; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth;
- Strong attention to detail, proofreading and copyediting skills;
- Past success working with community collaborative projects with the ability to manage programs, budgets, and stakeholder relationships;
- Some program coordination and grant management experience with the ability to engage a wide range of stakeholders and cultures;
- Strong written and verbal communication skills; a persuasive communicator with excellent interpersonal and multidisciplinary project skills;
- Action-oriented, entrepreneurial, adaptable, and innovative approach to project planning;
- Ability to work effectively in collaboration with diverse groups of people;
- Optimism, passion, idealism, integrity, positive attitude, mission-driven, and self-directed;
- Preference will be given to Lowell High School graduates; and for Bi-lingual candidates who speak Spanish, Khmer, or Portuguese.

#### **Salary Range**

\$45,000-52,000

*To apply, please submit resume and cover letter to [lnunn@projectlearninc.org](mailto:lnunn@projectlearninc.org). The title of the email subject line should be: Application for Alumni & Fundraising Coordinator. Accepting applications until the position is filled.*