



Position Announcement
Associate Project Coordinator
Review and Consideration of Applications will begin September 2, 2014
Applications accepted until 5pmPST, Tuesday, September 30, 2014

THE ORGANIZATION

The Laguna Beach Community Foundation encourages philanthropy in the greater Laguna Beach area. We are the primary philanthropic resource for nonprofits and individuals of the greater Laguna Beach community.

THE POSITION

We are seeking a person with the career goal of working in the not-for-profit world where the organization's mission has special meaning to that individual. The successful candidate will join a dynamic, growing organization during a pivotal time in our history and will have the opportunity to advance their career with an outstanding organization. We have a dynamic new Executive Director, an energized board of trustees and strong community support. This is a wonderful position at an exciting time for the right candidate.

The Associate Project Coordinator (APC) reports to the Executive Director (ED), who provides the vision and the direction for LBCF, cultivates, collaborates, fundraises, and maintains a relationship with a national and international network of donors, nonprofits and others concerned with Laguna Beach and our Field of Interest Funding initiatives. The Associate Project Coordinator helps implement this work at all levels.

The successful candidate will initially be the sole support staff member for the Executive Director. We are in a serious growth trajectory and plan to have a staff of three to four people within the next couple years. The Associate Project Coordinator will leverage the Executive Director's time so that he can maximize his impact on vision, strategy, marketing, stakeholder relationships, fundraising and fiduciary duties.

The LBCF team is small with many donors, a number of consultants and an active board of directors. The successful candidate will work well in a team environment with board members, staff and with diverse constituencies. As a small but growing nonprofit with an annual budget in the six figure range, LBCF staff need to be flexible with duties that will change and evolve including a schedule that sometimes involves evening and/or weekend events. This individual must be able to manage multiple projects simultaneously. The ideal candidate will be very comfortable with math, general accounting, and finances.

The Associate Project Coordinator will be actively engaged with the Board of Trustees, donors, not-for-profit organizations, the community, financial professionals, and various service providers to LBCF. S/He will possess excellent communication skills both written and oral, and be knowledgeable about community foundation functions. The Associate Project Coordinator is also primarily responsible for the daily administration of LBCF. Duties include grant research and writing, as well as day-to-day office tasks such as mailings, filing, supplies, recycling, vendors. The candidate will possess the ability to manage multiple tasks in a complex environment, under only general supervision for special assignments and tasks. Most importantly, this successful candidate will demonstrate the utmost in professionalism, maturity, confidentiality and discretion due to the fiduciary responsibilities inherent in this financial organization. This is a position for a flexible, engaged, energetic, and results oriented person with outstanding people skills. S/He will be self-motivated, work well under pressure, demonstrate good judgment, and possess a good sense of humor. S/He must emulate the sterling reputation of LBCF and be passionate about our mission and vision for the future.

General Responsibilities will include:

- Meet weekly with Executive Director to discuss priorities and progress.
- Responsible for handling telephone messages, interpreting, communicating, and directing information appropriately.
- Maintain regular LBCF correspondence with fund holders, ambassadors and funders.
- Assists with scheduling internal and external meetings ensuring that appropriate materials, equipment needs, and conference room set-up are completed.
- Support Fund Development Committee.
- Coordinate and help implement the annual development plan with the ED.
- Database and Records Management: Coordinate database and records management activities. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed.
- Engage in the research, cultivation and development of new HNW individual, foundation, and corporate prospects.
- Research funding opportunities and apply for grants.
- Help schedule and plan LBCF board and committee meetings.
- Coordinate with PR consultant to create press releases and generate media buzz
- Gather information and coordinate uploads to website.
- Help plan and implement cultivation and fundraising events.

THE PERSON

Professional Skills and Experience:

- Interpersonal skills necessary to deal effectively and courteously with people on all levels, internally and externally. Excellent interpersonal communication skills, written and oral communication skills.
- Excellent research and organizational skills.
- Experience with grant writing.

- Experience with CRM/Donor Management software.
- Social media experience.
- Computer literacy. Experience with fundraising databases.
- Nonprofit fundraising experience.
- Highly conversant in math. Comfortable with general accounting and rudimentary finance. Ability to process financial reports.
- Tech savvy with ability to edit content to the LBCF website and e-newsletter. Experience with Apple and Microsoft Office, (Word, Pages, Excel, Numbers, Keynote, PowerPoint and Outlook). InDesign and Photoshop experience is a plus.

Position Requirements:

- Ability to work at LBCF office in Laguna Beach, CA.
- Ability and willingness to work occasional evenings and weekends.
- Ability to be flexible and work under pressure in a deadline intensive and results oriented environment.
- Valid Driver's License, Automobile Insurance.

Education:

- Undergraduate college degree.

Personal Characteristics:

- Comfortable with a high net worth clientele and prominent, professional board of trustees.
- Ability and willingness to participate in public speaking events. Confident and composed.
- Ability to manage multiple priorities and ensure timely and accurate completion of assignments.
- Ability to work independently and as a part of a team.
- A transparent, communicative and team oriented individual who places the organization above self.
- Interest, enthusiasm, and affinity for fundraising and working with people.
- Interest in and passion for our mission and our community partners.

TO MAKE A CONFIDENTIAL INQUIRY:

- All inquiries will be kept confidential.
- Thank you in advance for your inquiry. Please send a one page cover letter and one page resume in PDF format to Dennis M. Boyer (dmboyer@prestonclarkeco.com). Please no phone calls and no third party, fee for services professionals. Your documents and attachments should be titled with your name and noted in the subject line as: "LBCF Associate Project Coordinator Position."
- Review and Consideration of Applications will begin September 2, 2014
- Inquiries will be accepted through 5pm PST, Tuesday, September 30, 2014 - if needed.
- You will be notified of our interest and intent to schedule both a telephone

interview and face-to-face interview as soon as all resumes are reviewed. We will also respond to all inquiries, even those individuals not moving forward for this position.

- It is estimated that this full time staff position will be staffed some time after September 2, 2014 and that the successful candidate will begin employment at LBCF on or about late September – early October, 2014.
- This is a full time staff position - a critical and important member of our team. The Laguna Beach Community Foundation offers employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

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