



# Good Counsel Learning Center

## Job Description

**Position Title:** Learning Center Director of Development/Fundraising  
**Location:** Mankato, MN  
**Accountable to:** Learning Center Executive Director

**FLSA:** Non-Exempt

**Job Type:** Part-time

**Revision Date:** April 2023

**Salary:** \$28.00-\$34.00 per hour

### General Summary:

The Director of Development/Fundraising is responsible for building relationships in the community with individuals and businesses to support the financial stability of the Learning Center. The focus will be on fostering existing relationships and establishing new opportunities that lead to community partnerships as well as funding for the mission of the Learning Center. The Director of Development/Fundraising will assist in establishing and directing the Good Counsel Learning Center's funding efforts with an annual fund and major gift campaign.

### Essential Duties and Responsibilities

- Integrate the mission of the Good Counsel Learning Center in all development efforts
- Maintain regular communication with existing donors and supporters to foster an on-going relationship
- Seek out and meet with prospective donors and supporters to establish new funding opportunities
- Support special event fundraising
- Oversee and maintain a comprehensive funding database and tracking system
- Attend workshops, board meetings and employee meetings as required

### Education and Experience:

- Bachelor's Degree
- Demonstrated success in fundraising is desirable
- Experience in professional development work is preferred

### Skills and Abilities

- Interpersonal communication and writing skills
- Team player collaborating with staff and committee members
- Self starter, goal driven with a positive attitude
- Strong organizational skills
- Positive attitude showing concern for people and community

- Ability to learn and manage new technology and software

**Work Environment**

- Flexible schedule (up to 20 hours per week)
- Work schedule includes both office time as well as meetings in the community
- Personal vehicle for transportation required

**Equipment/Technology**

- General office equipment

This job description is intended to describe the general nature and level of work required of this position. It is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job.