



**ASSISTANT TO THE COMMUNITY CONNECTION DIRECTOR
(ACCD)
JOB DESCRIPTION**

QUALIFICATIONS

- Preferred 1-3 years of working in marketing or development

DIRECT REPORT

- Community Connections Director

JOB GOAL

The Assistant to the Community Connections Director (ACCD) works with the Community Connections Director to carry out Marketing and Development responsibilities. This person will be the primary resource for alumni engagement and facilitation, assist in effectively telling Lakeland's story through print and online mediums, and aid in the success of capital campaign measures. The ACCD will have strong written and verbal communication skills and an attention to detail.

SALARY

Part-Time (25 hours/week to start with the possibility of moving to full time) ; \$20 per hour

SPIRITUAL QUALIFICATION

- This person shall be one who has received Jesus Christ as Savior and Lord, a member in good standing of a Bible-believing church. They shall be a person of spiritual maturity with academic and organizational abilities that will allow them to manage the office in an effective and efficient manner. The ACCD shall reflect the purpose of the school, which is to honor Christ in every activity.
- Affirm LCA's Statement of Faith.

PROFESSIONAL RESPONSIBILITIES

- Interview and gather stories from staff, students, alumni, and parents
- Write engaging blogs and messages to share the story of LCA
- Assist in running events
- Log, process, and help thank donors
- Help video/photograph classroom activities and events
- Engage alumni
- Build alumni contact list
- Help create meaningful donor/alumni print and email newsletters
- Create meaningful social media posts on Facebook and Instagram
- Ensure that gift acknowledgements and donor communications are sent in a timely manner
- Write drafts of donor communications
- Manage the Salesforce database to keep track of prospective donor status and follow-ups and run reports
- Help assemble and create donor meeting materials, volunteer solicitation materials, and committee materials
- Assist in writing grant proposals

EFFECTIVE WORKPLACE

- Articulate and promote the internalization of a school philosophy

- Demonstrate prudent risk taking and vision in the interest of school improvement and establish and clearly communicate priorities and long-range goals
- Promote a tightly managed environment collectively committed to quality instruction
 - Skilled in human relations which demonstrates sensitivity to needs and concerns of others
- Establishing Effective Communications
 - Communicate effectively, both orally and in writing, with the various elements of the school community
 - Develop open communication by respecting differences of opinion and reacting appropriately
 - Effectively communicate and support management team decisions and school board policies
- Decision Making and Problem Solving
 - Avoid crisis situations by anticipating problems and making timely, clearly communicated, and effectively implemented decisions
 - Follow established administrative protocol
- Personal Development
 - Demonstrate continued personal growth through participation in professional activities and organizations

INTERPERSONAL

- Demonstrate the character qualities of integrity, self-control, kindness, enthusiasm, courtesy, flexibility, gratitude, perseverance, and punctuality
- Meet everyday stress with emotional stability, objectivity, and optimism
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration
- Respectfully submit and demonstrate loyalty to constituted authority
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy
- Use acceptable English in written and oral communication, speaking with clear articulation
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and public.

WORK ENVIRONMENT

- LCA is an Equal Opportunity Employment, educational and service organization.