



## CENTER *for* PLANNING EXCELLENCE

### **Position: Development Coordinator**

#### **About the Organization**

The Center for Planning Excellence (CPEX) is a unique non-profit planning organization that provides planning and policy services, drives cross-agency and collaborative statewide planning initiatives and guides urban, rural, and regional planning and implementation in Louisiana. We provide best-practice planning models, innovative policy ideas, and technical assistance to communities that wish to create and enact a broad spectrum of plans, including master plans and those dealing with transportation and infrastructure needs, environmental issues, and healthy community design. CPEX brings together community members and leaders from across the state and provides guidance as they work toward a shared vision for future smart growth and sustainable development. CPEX continues to be on the cutting edge of climate, resilience, and healthy community design in Louisiana.

#### **About the Role**

CPEX seeks a full-time **Development Coordinator** to help sustain and grow philanthropic and individual support. This position combines two complementary functions: (1) individual giving: executing and expanding CPEX's membership initiative, including member communications, engagement, and relationship management systems; and (2) proposal development: coordinating the proposal development process for philanthropic grants, RFPs, and other opportunities, including writing, editing, and managing grant proposals and reports

The ideal candidate is an exceptional writer and communicator with strong project management skills and keen attention to detail. This role suits someone who thrives in a collaborative environment, can work independently, and enjoys building relationships that drive meaningful impact.

The Development Coordinator should have experience developing compelling, tailored proposals and translating complex ideas into clear, persuasive narratives. They will ensure that CPEX's voice, quality standards, and professionalism are consistently reflected across all grants, membership communications, and donor interactions. And importantly, we are looking for someone who is aligned with and passionate about CPEX's mission.

#### **Primary Responsibilities**

##### *Membership and Individual Giving Coordination*

- With input from leadership, maintain and grow an annual membership strategy with major milestones, timeline, and goals.
- Coordinate annual campaign mailings, visits, events, and renewals.
- Partner with CPEX's communications team to produce membership materials, including appeals, newsletters, and marketing collateral.
- Collaborate with communications, leadership, and operations staff to ensure alignment and consistency with all engagement efforts.
- Support and coordinate staff and board engagement in membership activities, including interfacing with the Board Membership Development Committee.
- Nurture existing member relationships and develop new ones.

- Lead special membership-related events.
- Explore potential for major gifts or planned giving programs.

#### *Database and Records Management*

- Maintain security and quality controls throughout gift processing.
- Complete membership financial reporting/tracking, including an accurate accounting of membership income and its sources; work with staff and finance department to fulfill information requests and maintain reporting accuracy.
- Ensure accurate and timely acknowledgment of donations.
- Track and report membership metrics internally and externally as needed.
- Prepare membership invoices as needed in coordination with the finance department.

#### *Grant Writing and Proposal Development*

- Develop clear, concise, and compelling proposals and applications that align with CPEX's mission and priorities.
- Ensure proposals are well-organized and comply with all funder requirements and submission guidelines.
- Research and synthesize information to support proposals, such as program plans, evaluation reports, or budget information.
- Edit and proofread proposals for accuracy, consistency, and clarity.
- Assist in preparing progress narratives required for awarded grants.
- Communicate with funders as needed to clarify details of grant proposals.
- Support proposal development processes at all stages, including facilitating meetings, tracking applications, maintaining CPEX's database of funding opportunities, monitoring potential new funding sources, developing proposal templates and tools to promote efficiency, consistency, and quality, and reporting proposal metrics to support continuous improvement.

#### *Cross-Organizational Support*

- Attend and assist with other CPEX events, workshops, and public meetings as needed.
- Participate in regular staff and board meetings, retreats, and organizational activities.
- Partner with CPEX's communications team to produce other written materials.
- Support CPEX's Louisiana Smart Growth Summit as it relates to membership, including supporting sponsorships logistics, coordinating donor engagement activities in alignment with membership goals, supporting Summit-related communications, and leveraging Summit-related content to engage members year-round.

### **Qualifications and Skills**

The following skills and qualifications represent our ideal candidate. We encourage potential candidates to apply even if they do not meet all criteria below.

- At least 3-5 years of experience in a development role, proposal development, fundraising, or related fields, with a proven track record of success in securing funding from public and private sources.
- Extensive experience with fundraising CRM systems.

- Proficient in Microsoft Office and Google Suite, particularly Word/Docs and Excel/Sheets.
- Exceptional writing and editing skills, with the ability to craft clear, concise, and compelling proposals and other written materials.
- Experience managing complex processes, including working with multiple stakeholders, developing proposal strategies, and ensuring compliance with reporting requirements and deadlines.
- Exceptional organizational skills and attention to detail.
- Strong interpersonal skills and the ability to work collaboratively with a wide range of stakeholders, including staff, board, members, community partners, funders, and other stakeholders.
- Passion for CPEX's mission and a deep commitment to equity and sustainability.

### **Additional Details**

- **Location:** CPEX's office is located in downtown Baton Rouge and offers a flexible work environment. After an initial fully in-office period, CPEX employees may work some days remotely as the role allows. As a CPEX employee, the successful candidate will be expected to participate in some CPEX workshops and events, occasionally on evenings and weekends with advance notice.
- **Compensation:** Full-time, salaried position with a competitive benefits package. Salary range: \$50,000 – \$65,000, commensurate with experience.
- **Application Requirements:** Applicants must submit a resume, cover letter, and portfolio if desired, to Liz Goad at [lgoad@cpex.org](mailto:lgoad@cpex.org), and must be authorized to work in the United States. Qualified candidates will be invited for virtual or in-person interviews on an ongoing basis and the position will remain open until filled.

### **Diversity, Equity, and Inclusion at CPEX**

CPEX is committed to advancing diversity, equity, and inclusion and we aspire to do so intentionally, in every aspect of our work. We recognize that sustainable prosperity and community resilience cannot be realized in the absence of equity and inclusion for all Louisiana residents, and we strive to lift all voices in our efforts to ensure that all Louisianans are included in the decisions that impact their communities, region, and state. CPEX is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities, to how we use our resources, and we are continually seeking ways to expand our impact and improve our performance on these measures. A successful candidate will be equally committed to these goals and values.