



POSITION ANNOUNCEMENT

COORDINATOR, CONSTITUENCY DEVELOPMENT OFFICE OF PHILANTHROPY AND PARTNERSHIPS

ORGANIZATIONAL OVERVIEW

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members. In collaboration with the Youth Workforce Development Foundation, SkillsUSA Illinois is dedicated to fostering partnerships that support this mission and create a skilled and prosperous workforce. SkillsUSA Illinois serves more than 25,000 Illinois students and instructors annually with substantial growth expected within the next three years.

POSITION SUMMARY

The primary responsibility of the Coordinator of Constituency Development is to identify individuals from key constituencies whose current contact information is no longer valid or who are not in the current database and of whom the Organization may have lost track. In doing so, the Coordinator will reestablish contact with those individuals they find and work to update them on the Organization's development, while finding ways to engage them. The position is an emerging one for SkillsUSA Illinois. As such, it will work under the guidance of outside counsel.

MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

The ideal candidate will have at least two years of customer service experience, working with individuals who have been associated with educational, political, or social institutions/movements. The candidate will demonstrate that they possess excellent investigatory, recordkeeping and relationship building skills. Strong understanding of Salesforce best practices and functionality preferred. Because this position is new in an emerging area of growth for the Organization, the ability to adapt to changing job requirements and organizational growth will be essential, as will be the ability to work independently.

ESSENTIAL FUNCTIONS OF THE JOB

Under the direction of outside counsel, in collaboration with the Director of Philanthropy and Partnerships and the leadership team, develop and implement a process for identifying and locating past participants and/or supporters of SkillsUSA Illinois, for the purpose of enriching the Organization's database of partners and potential donors, always seeking to find ways in which to reengage those who have had no contact with the mission for two years.

- Conduct comprehensive research to locate and verify the current whereabouts of past participants of SkillsUSA Illinois: high school and college alumni, teachers, advisors, competition judges, business persons, and parents.
- Utilize various tools and platforms (e.g., social media, online databases, public records) to gather accurate and up-to-date contact information for identified constituents.
- Establish and maintain a systematic approach to document and track all interactions and findings, ensuring the completeness and accuracy of information collected.
- Conduct outreach to those who are newly identified and have had no contact with the Organization for two years, ascertaining their interest in the Organization and engaging appropriately.
- Collaborate with outside counsel and the Director of Philanthropic Services, to ascertain whether contacts are appropriate for donor cultivation.
- Develop and manage a centralized database on Salesforce to organize and store constituent information, ensuring it is easily accessible and secure; immediately update constituent information when learned.

- Upon receipt of donation under \$500 from newly identified contacts, conduct appropriate thank you follow-up and coordinate stewardship strategy with outside counsel and Director of Philanthropic Services
- Collaborate with other departments to integrate gathered data into existing systems and ensure alignment with the organization's communication and outreach strategies.
- At SkillsUSA Illinois events, such as L.E.A.D. and the Championships, develop and implement opportunities to meet with different constituency groups.
- Provide regular reports on progress, challenges, and outcomes, offering insights and recommendations for improving data collection and organization efforts.

OTHER JOB DUTIES

- Some travel required with this position.
- Maintain flexible working hours, working evenings and weekends as needed.
- Strong computer skills.
- Other duties as assigned by the Executive Director/Immediate Supervisor.

WORK LOCATION: Headquarters Office (Pekin, Illinois)
Remote work for Illinois residents may be considered for this position.

IMMEDIATE SUPERVISOR: Director, Office of Philanthropy and Partnerships

SUPERVISORY AUTHORITY: Related Contractors, Consultants and Volunteers
 Others as assigned by the Executive Director/Immediate Supervisor

COMPENSATION: \$55,000 – \$65,000, commensurate with experience.
 SkillsUSA Illinois current employment benefits:

- Health Insurance Plans
- Retirement Plan with 3% contribution of salary match.

Interested applicants should submit a letter of intent and résumé to:
<http://bit.ly/skillsusail-apply>

SkillsUSA Illinois, Inc. and the Youth Workforce Development Foundation are an equal opportunity employers. We believe every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. We are committed to providing equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, ancestry, creed, marital status, sexual orientation, or Veteran or military status, genetic information or any other basis prohibited by local, state or federal law in the relevant jurisdiction. This policy applies to all terms and conditions of employment including, but not limited to employment, advancement, assignment and training.