



### Mission

Deliver a holistic, integrated continuum of education and care to equip our at-risk citizens step to their highest potential.

### Position Title

Development Officer

### Objective

Reporting directly to the President/CEO, this individual will be responsible for coordinating and implementing fundraising strategies to assist the President in setting up opportunities, presenting to potential donors (private and public in nature), and in maintaining relationships with the donor base. The Development Officer will work in the field with evening or weekend hours required for events and donor meetings. The goal is to accelerate the process and to facilitate expansion objectives of the services of this relatively new and very unique educational and support program aimed at financial sustainability and dignity for the beneficiaries. It has been reported authentically that the Life Learning Center combine educational curriculum paired with the continuum of care is the only such model for service to the at risk in the USA.

### Accountability

Development Officer reports directly to the President.

### Position Function & Principal Activities

1. Work closely with the President, Board of Directors and Strategic Communications and Planning Officer to execute the strategic plan for effective fundraising.
2. Meet, retain and recognize prospective donors and supporters on a continual basis to establish effective communications with them utilizing CRM platform.
3. Grow major, annual, and endowed gifts program including, identification, cultivation and solicitation of donors to support a growing annual budget.
4. Collaborate with the Strategic Communications and Planning Officer on the annual fund campaigns, including mailings and annual fundraising drives.
5. Collaborate with the Strategic Communications and Planning Officer on capital campaigns and other major fundraising drives.
6. Coordinate and execute fundraising special events in collaboration with the Strategic Communications and Planning Officer to draw attention to the Life Learning Center's work including logistics, partnerships and follow up with attendees to further engage in the organizations mission.
7. Develop and manage an on-line fundraising platform in partnership with the Strategic Communications and Planning Officer.



8. Conduct prospect research.
9. Collaborate with the Strategic Communications and Planning Officer on press-related matters and make public appearances/accept speaking engagements to share information about Life Learning Center with the community.
10. Maintain accurate records of donors, gifts, and interactions using donor management software. Analyze data to track trends, identify opportunities, and report on campaign performance.
11. Support Strategic Communications Officer in the creation of publications that support fundraising activities including annual reports and correspondence with donors.
- ~~12.~~ Collaborate with the CEO and Strategic Communications Officer on any press-related initiatives.
13. Collaborate with all directors for potential financial support and other funding needs from LLC vendors, employer partners, volunteers, and for-profit partners.
14. Maintain gift recognition programs.
15. Demonstrate professional conduct at all times.
16. Perform other related duties as requested.

*The ideal candidates are those exhibiting the following:*

- *A deep passion for the philosophy, vision and mission of Life Learning Center, and for service to the less hopeful.*
- *High energy and self-starter with entrepreneurial spirit; ability to understand the big picture/strategy*
- *Business acumen with focus on sales skills.*
- *Attention to detail and exceptional organizational abilities: results-driven.*
- *Excellent verbal and written communication with emphasis in social media.*
- *Excellent interpersonal skills.*
- *Strong leadership skills with extensive knowledge on the local region.*
- *Ability to manage multiple projects simultaneously.*
- *Ability to lead and work with multi-functional teams.*
- *Strong evidence of successful fiscal and operational management.*
- *Evidence of significant community relations and marketing skills.*
- *Desire to grow*
- *Long term perspective*
- *A desire to get out of office and build external relationships.*
- *Familiarity with fundraising and event software (Bloomerang, GiveSmart, etc.).*



## Position Description

Mission: The Life Learning Center will deliver a holistic, integrated continuum of learning and care to help at-risk citizens step to their highest potential.

Position Title: **Employment Specialist**

Accountability: Employment Specialist reports to Director of Job Placement.

Position Function & Principal Activities: The program coordinator is responsible for the daily program oversight related to Candidates & Members journeys through our program.

Program Implementation:

- Assist in the development and implementation of recovery social events and manage events in a Recovery Community Center calendar of events.
- Facilitate various recovery support groups as needed.
- Assist with planning and executing Saturday Recovery Community Center programming.
- Assist and lend support to the Director of Care Continuum in accessing barrier removal on a case-by-case basis as needed.
- Accompany on-site QRT officer when needed.
- Aid in the tracking process of Candidates and Members Care offerings delivered.
- Make Care and Employment calls on a weekly basis.
- Assist with implementation of the LLC Rewards Incentive Program.
- Participate in Candidate Conferences, documenting Candidate progress in Case Conference doc.
- Assist during Orientation and execute Care Connect.
- Serve as facilitator as well as back up facilitator in the event the volunteer faculty is absent. Serve as a resource for new volunteer faculty.
- Other duties as assigned.

Qualifications

The ideal candidate will possess most of the following qualities

- Preferred education of bachelor's degree in Social Work, Psychology, Criminology or related field, or equivalent experience.
- Public speaking and strong communication skills, experience working with vulnerable populations including individuals living in poverty, ability to project a caring demeanor, motivate individuals and maintain high expectations for accountability.
- Excellent oral and written communication skills.
- 3-5 years' experience direct service programming.
- Diverse candidates encouraged to apply.

**Job Title:** Controller

**Location:** Life Learning Center, Covington, Kentucky

**Reports To:** President/CEO

**Position Summary:**

Life Learning Center is seeking a highly experienced and strategic Controller to oversee all financial aspects of the organization. The Controller will be responsible for planning, implementing, and managing all financial and accounting activities, cash management, including budgeting, forecasting, compliance, and reporting. In this role, the Controller will also be responsible for working with outside accounting advisors to conduct an annual audit and for executing the organization's 990 filings. This position is key to ensuring the financial health, accountability responsiveness of Life Learning Center as it continues its expansion efforts across the state.

**Key Responsibilities:**

- **Financial Management:**
  - Oversee all accounting operations including Billing, A/R, A/P, GL, Cost Accounting, and Revenue Recognition.
  - Develop and manage financial plans, annual budgets, and cash flow projections in alignment with organizational goals and strategic initiatives.
  - Monitor financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
  - Provide regular financial reports to the President/CEO and Board of Directors, including monthly, quarterly, and annual reports.
  - Manage cash, banking accounts and relationships.
- **Audit and Compliance:**
  - Contract with and manage relationships with external auditors to conduct annual financial audits.
  - Utilize contractor to ensure timely and accurate filing of the organization's 990 forms and other required financial statements.
  - Develop and maintain a system of policies, internal controls, and procedures to ensure compliance with all applicable federal, state, and local laws and regulations.
- **Financial Planning:**
  - Advise the President/CEO and Board of Directors on long-term financial planning.
  - Provide financial modeling and analysis to support decision-making for new projects, expansion efforts, and fundraising initiatives.
  - Collaborate with other senior leaders to ensure alignment of financial resources with organizational goals.

- **Contract and Grant Management:**
  - Ensure accurate financial tracking of grant revenues and expenses, working with program staff to provide appropriate financial oversight, compliance, and reporting.
  - Manage relationships with funders and stakeholders in coordination and cooperation with development officer and CEO to meet financial and grant reporting obligations.
- **Risk Management:**
  - Develop and monitor risk management policies and procedures to safeguard the organization's assets.
  - Oversee insurance plans and coverage to limit financial liability.

**Qualifications:**

- Bachelor's degree in accounting, finance, or related field; CPA or MBA preferred.
- Minimum of 7-10 years of elevated accounting experience; some non-profit or mission-driven organization experience either as an employee or well tenured board member with a keen focus on finance and accounting.
- Proven experience in budgeting, forecasting, and financial analysis.
- Excellent leadership, communication, and team working skills.
- Ability to effectively interact with senior leadership, board members, and external stakeholders.
- High attention to detail, integrity, and accountability in managing financial responsibilities.

**Helpful Criteria:**

- Experience working with organizations in the social services, education, or healthcare sectors.
- Familiarity with the financial management of grant-funded programs.
- Strong understanding of regulatory requirements for non-profits.



## Position Description

Mission: The Life Learning Center will deliver a holistic, integrated continuum of learning and care to help at-risk citizens step to their highest potential.

Position Title: OVR Coordinator

Accountability: Director of Employment

Position Function & Principal Activities: The OVR coordinator is responsible for the daily activities and overall programmatic oversight related to all aspects of the OVR program.

Program Implementation:

### OVR

- Schedule meetings for each Candidate to meet with OVR counselors
- Submit monthly reporting
- Submit all billing reports and invoices for OVR
- Assist candidates in obtaining all necessary documentation

### Academic Advising

- Meet with Candidates and Members individually to discuss academic progress, strengths, and weaknesses
- Help Candidates and Members develop academic goals and plans, including course selection and study skills
- Assist with college applications, including recommendation letters, FASFA and scholarship applications

### Career Counseling

- Conduct career assessments to help Candidates and Members identify their interests, skills, and values.
- Provide information on different career and education pathways.
- Assist with job search strategies and connect Candidates and Members with internship and employment opportunities.
- Develop and deliver workshops and presentations on academic planning and career exploration.

### Qualifications

The ideal candidate will possess most of the following qualities

- Preferred education of bachelor's degree in social work, Psychology, Criminology, Business, Accounting or related field, or equivalent experience.
- Public speaking and strong communication skills, experience working with vulnerable populations including individuals living in poverty, ability to project a caring demeanor, motivate individuals and maintain high expectations for accountability.
- Excellent oral and written communication skills, combined with financial literacy.
- 3-5 years' experience direct service programming.
- Diverse candidates are encouraged to apply.