

## **LAWRENCE (LARRY) M. LADUTKE**

25 Lake Street, Nutley, NJ 07110

(201) 952-5301

[LLadutke@yahoo.com](mailto:LLadutke@yahoo.com)

### **EXPERIENCE**

#### **New Jersey City University (NJCU), Jersey City, NJ**

Education & Workforce Services Specialist 2024-Present

- Organizes and analyzes data for the Office of the Dean of Graduate and Continuing & Adult Education.
- Processes admission and registration of continuing education students in PeopleSoft.
- Manages continuing education leads using Salesforce.
- Collaborates with faculty and staff to identify and secure grant funding.
- Provides customer service and guidance to current and prospective continuing education students in English and Spanish.

Director of Advancement Services 2022-2024

Prospect Research, Manager 2020-2022

Coordinator of Prospect Research 2008-2020

- Created and implemented policies and data standards for Raiser's Edge and Salesforce.
- Identified missing or incomplete data and worked to correct these problems.
- Developed and implemented procedures for the regular importation of alumni and faculty/staff data from the University's PeopleSoft databases, as well as data from vendors and other external sources.
- Built and ran a wide range of queries and exports in Raiser's Edge and organized information for easy use and presentation by gift officers and administrators.
- Used intermediate SQL skills for reporting purposes.
- Created and modified database views and functions.
- Tracked and reported improvements to procedures and the data.
- Supervised Gift Processor and student workers.
- Trained colleagues on the use of Raiser's Edge.
- Identified prospective individual, corporate, and foundation donors with substantial giving capacity and affinity for the University's mission of providing quality education to a diverse body of economically disadvantaged students.
- Managed the portfolios of up to five gift officers and several senior administration officials to ensure compliance with the prospect management lifecycle.
- Conducted in-depth research on existing and prospective donors to enable gift officers and senior administration officials to successfully solicit and steward major gifts.
- Performed research to identify and help recruit candidates for the NJCU Foundation Board of Directors and various advisory boards, as well as honorees for galas and commencement.
- Performed due diligence research to protect the interests of the University and the Foundation.
- Evaluated outside vendors for research platforms and data improvement services.

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**Amnesty International USA (Volunteer Member Leader)**

El Salvador Country Specialist (2006-Present)

New Jersey Legislative Coordinator (2005-Present)

**EDUCATION**

**CUNY Graduate Center, New York, NY**

Ph.D. in Political Science, 3.80 GPA, 2002 (M.A. in 1995; M.Phil. in 1996)

Inaugural recipient of the Athena Pollis Human Rights Dissertation Award

**Rutgers University (Rutgers College), New Brunswick, NJ**

B.A. Cum Laude in Political Science (with a minor in Spanish), 3.80 GPA, 1991

Phi Beta Kappa and Pi Sigma Alpha, the Political Science Honor Association