



DEVELOPMENT DIRECTOR | JOB POSTING | Applications reviewed on a rolling basis until the position is filled.

Washtenaw Literacy, founded in 1971, is a volunteer based organization providing free literacy instruction customized to the needs of adults throughout Washtenaw County. Volunteers provide individual and group tutoring in reading and writing skills and in English as a Second Language so adults can improve their personal, family and community lives.

The Development Director is responsible for implementing Washtenaw Literacy's fundraising strategy. Reporting to the Executive Director, the Development Director is responsible for achieving the agency's fundraising goals, participating in annual budgeting and strategic planning, and contributing to the overall success of the agency as a member of a team, which includes a Gift Processing assistant. Working hours may include evenings or weekends on occasion. Currently, Washtenaw Literacy is working remotely. Before the pandemic, staff worked remotely a percentage of their time and that will continue.

Specific responsibilities include:

- With the Executive Director, create and implement annual and long-range fundraising plans.
- Lead and manage the agency's overall development efforts to raise an annual cash budget of \$600,000 and in-kind budget of \$1.6M.
- Cultivate and nurture relationships with current supporters and fundraising volunteers.
- Lead donor stewardship.
- Develop and grow Washtenaw Literacy's individual donor base.
- Recruit, train, and lead volunteers and staff members to support anniversary efforts.
- Manage Washtenaw Literacy's annual fundraising gala.
- Work with Executive Director to develop and manage Board fundraising capacity.
- Oversee donor records and information systems.

Qualifications:

- Commitment to Diversity, Equity, and Inclusion principles.
- Bachelors or equivalent experience in a related field. Masters a plus.
- 5+ years of fundraising or business development experience.
- Proven track record of raising \$500,000+ in new money each year.
- Demonstrated ability to prospect, cultivate, and manage donors or accounts.
- Strong event planning skills.
- Ability to think strategically with an understanding of strategic development.
- Positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Experience in a small organization (under 10 employees) a plus.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively.
- Demonstrated ability to manage simultaneous projects.
- Good computer skills, including database programs and remote communications programs such as Slack or Zoom, Excel, on-line communication platforms.

Compensation: Full-time salary range is between \$45K and \$55K, depending on qualifications. Benefits include health care, dental, retirement match, 11 paid holidays, generous paid time off, AFLAC elections.

REQUIRED FORMAT TO APPLY: Please submit cover letter & resume together in ONE document with the candidate's last name in the file name to goodman@washtenawliteracy.org. No phone calls or paper material