



JOB POSTING - Development Manager .5 FTE

Organizational Overview

Washtenaw Literacy was founded in 1971 to provide literacy support, free of charge, to adults (16 and over) in Washtenaw County through a network of trained volunteer tutors. We help individuals gain skills in reading, writing, speaking and understanding English, math, and computers, using an individualized learner-centered approach to help adult learners develop skills and realize their full potential. We believe that literacy is a cornerstone of equity, and that providing learning opportunities for everyone is essential to creating a diverse and inclusive community.

The Development Manager is responsible for implementing Washtenaw Literacy's fundraising and communication strategies by coordinating community relations, donor communications and supporting the engagement of donors and corporate sponsors. This position works closely with the Executive Director and the Board Development and Marketing Committee, and will contribute to the overall success of the agency as a member of the team.

This is a half-time position with the potential to grow to full time as resources allow. The ideal candidate will have excellent communication skills - both verbal and written, great attention to detail, and very solid tech skills. The position is structured as a mix of in-person (approx 60%) and remote (40%) work and will include occasional evenings or weekends.

Responsibilities include:

- Coordinate community relations including promotional materials, e-newsletters, annual reports and assistance with volunteer recruitment efforts
- Assist with coordination of fundraising events and campaigns with local partners
- Oversee donor records and information systems, including maintaining the database and providing reports
- Manage donor communications, including donation acknowledgements and donor recognition activities
- Support the Board Development and Marketing Committee by taking minutes, preparing agendas and other materials
- Assist the Executive Director with development and stewardship of Washtenaw Literacy's individual and corporate donors

Qualifications:

- Bachelor's Degree or equivalent experience in a related field. Development and/or communications experience preferred.
- Commitment to educational and social justice, equity and inclusion.
- Experience managing projects and events preferred.
- Ability to work independently, initiative and resourcefulness
- Excellent attention to detail, good problem solving skills
- Flexibility and a positive attitude
- Strong verbal and written communications skills - writing sample required
- Good computer skills, knowledge of basic Microsoft Office programs, familiarity with database management preferred

Job Title: Development Manager
Reports To: Executive Director
Location: Combination of remote and in-person work.
Main office: 5577 Whittaker Rd., Ypsilanti, MI 48197
Status Part Time, hourly
Wage: \$25 per hour

Please submit a **cover letter, resume, and writing sample** together in ONE document with the candidate's last name in the file name to info@washtenawliteracy.org by **February 3, 2023**.

Washtenaw Literacy is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups. This includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or mental health conditions, and with lived experience with homelessness or recovery from a substance use disorder. Washtenaw Literacy also encourages those with criminal histories to apply. Washtenaw Literacy doesn't request information about criminal histories unless and until an offer of employment is extended. Washtenaw Literacy may exclude someone based on criminal history if it determines the criminal history is related to or directly conflicts with the responsibilities of the position.