



## **JOB POSTING**

## **DEVELOPMENT DIRECTOR**

Washtenaw Literacy was founded in 1971 to provide literacy support, free of charge, to adults in Washtenaw County through a network of trained tutors. Volunteers provide individual and group tutoring in reading, writing, math, and English as a Second Language to help adult learners develop skills and realize their full potential. We believe that literacy is a cornerstone of equity, and that building skills and providing learning opportunities for everyone is essential to creating a diverse and inclusive community.

**The Development Director** is responsible for implementing Washtenaw Literacy's fund development and communication strategies, including achieving the agency's fundraising goals, coordinating marketing and public relations, donor stewardship, participation in annual budgeting and strategic planning, and contributing to the overall success of the agency as a member of a team. Working hours may include evenings or weekends on occasion.

### **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 \$500,000 and in-kind budget of \$1.6M.
- Cultivate and nurture relationships with donors, Board members and fundraising volunteers.
- Develop and grow Washtenaw Literacy's individual donor base.
- Manage Washtenaw Literacy's annual fundraising events.
- Oversee donor records and information systems.

### **Qualifications:**

- Commitment to educational justice, equity and inclusion
- Bachelors or equivalent experience in a related field.
- Development and/or communications experienced preferred
- Strong event planning and project management skills.
- High degree of initiative, positive attitude, flexibility
- Strong verbal and written communications skills
- Good computer skills, including familiarity with database programs and remote communications programs

**Job Title:** Development Director  
**Reports To:** Executive Director  
**Location:** Combination of remote and in-person work. Main office: 5577 Whittaker Rd., Ypsilanti, MI 48197  
**Status:** Full Time, salaried, exempt  
**Salary Range:** \$45,000 - \$55,000  
**Benefits:** Health care, dental, retirement match, 11 paid holidays, generous paid time off, AFLAC elections.

Please submit a cover letter & resume together in ONE document with the candidate's last name in the file name to [info@washtenawliteracy.org](mailto:info@washtenawliteracy.org) by May 22, 2022.

*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.*

