

## **Development Coordinator**

### **About Literacy Works:**

Literacy Works' mission is to advance equity by promoting literacy education and the use of clear language. Our Community Literacy services strive to build a strong network of adult literacy programs, connect learners and tutors to opportunities, and empower diverse organizations to effectively serve adults with low literacy. Our recently launched Clear Language Lab expands our services to help organizations in healthcare, legal aid, and other sectors use clear communication strategies with special emphasis on supporting adults of diverse reading levels.

### **About the Position:**

Literacy Works is seeking a creative and self-directed development professional to lead and implement a well-coordinated fundraising plan to cultivate and solicit support from individuals. The coordinator will manage and oversee fundraising events, corporate sponsorship, and the cultivation and solicitation of individual donors. As Literacy Works approaches its 25th anniversary in 2020, this is an exciting opportunity to build awareness and increase philanthropic support to the organization.

Literacy Works promotes a strong work/life balance for our employees including generous paid time off. We pride ourselves on a team-oriented and supportive workplace culture. The Development Coordinator has the option to work partially from home, but must be available to regularly meet at Literacy Works' west loop office. This is a 40 hour/week position with some flexibility to the schedule. Occasional weekends and evenings will be required.

**The Development Coordinator** reports directly to the Executive Director. Responsibilities include, but are not limited to:

- Maintain and grow individual giving: Cultivate and steward relationships with donors and prospective donors, including individuals, major donors, and corporate giving;
- Lead and implement key individual giving campaigns (holiday appeal, spring appeal, online campaigns, etc.);
- Maintain the donor database: track requests and donations, create queries and reports that inform individual giving strategies; execute the donor acknowledgements process;
- Work together with the Board of Directors and Associate Board to develop and implement fundraising activities, including Literacy Works' annual gala and smaller events;
- Manage external print and electronic communications from concept to completion, including social media, mail appeals, e-blasts, annual reports, videos, press releases, brochures, event invitations, fundraising appeals, and updating website content
- Recruit and supervise in-kind professionals who assist with photography, graphic design, and other branding/communications initiatives;
- Support the development of online and print marketing materials for the Clear Language Lab.

- Work with the Executive Director and the Board of Directors to identify and implement fundraising goals, activities and budgets;
- Report to the board of directors on fundraising-related matters and serve as the staff liaison on the board fundraising and marketing committees;
- Serve as the staff liaison to the Associate Board;
- Participate in organizational budgeting;
- Engage, train, and involve Literacy Works' Board of Directors and other leadership groups in fundraising strategies;
- Other duties as assigned

**Qualifications:**

Ideal candidate will have:

- Three years of nonprofit development experience, including knowledge of fundraising strategies and techniques;
- Outstanding writing, creative communication, and organizational abilities;
- Strong skills in project management and excellent attention to detail;
- Ability to think critically and strategically about the tracking and management of data;
- Proven ability to meet or exceed goals;
- Proven ability to work under deadlines with little supervision and to maintain close adherence to schedules;
- A pro-active, visionary, and independent work style;
- Understanding of and experience with budgeting best practices;
- Proficiency with MS Office, Google apps, and social media platforms. Experience with Constant Contact and WordPress a plus;
- Knowledge of CRM databases. Experience with Sumac a plus;
- Positive outgoing personality; ability to work closely with small staff and board;
- Eagerness to network on behalf of Literacy Works and the field of adult education;
- Experience with community-based organizations a plus;
- A bachelor's degree (required).

Salary \$45,000

Submit cover letter, resume, and a brief writing sample to [jobs@litworks.org](mailto:jobs@litworks.org)