



Literacy Source Position Announcement

Title: Development Director

Location:

This position will be based out of our Learning Center at 12360 Lake City Way. We have a hybrid work environment.

About Literacy Source:

As a non-profit community learning center, we work towards an inclusive and equitable society providing education and opportunities for all adults. We provide free foundational skills classes and one-on-one tutoring at our Learning Center in Lake City and in locations throughout Seattle. In 2024-25, we served 1,016 students in Seattle and surrounding areas, ranging from ages 18 to 91, speaking 75 languages from 64 countries. Of these, 99% were immigrants/refugees/asylees and 99% had low socio-economic status.

Our mission: Literacy Source provides accessible, high-quality foundational education for adults to create lasting opportunities for themselves, their families, and their communities. More on our mission, values and organization at www.literacysource.org.

Position Description and Duties:

Coming off a successful campaign, Literacy Source is seeking its first Development Director to help strengthen and lead the organization's development department in support of long-term sustainability and growth. This newly created role will shape development strategy, clarify priorities, strengthen systems and partnerships across the organization, and create a major donor strategy.

The Development Director will plan and implement a comprehensive fundraising program that includes major gifts, corporate and foundation giving, special events, grants, and planned giving. The successful candidate will work closely with the Co-Executive Directors and Board of Directors to develop fundraising goals and strategies and will manage a team of fundraising professionals that include a Fund Development Manager, Development and Communications Associate, and Communications Coordinator.

Duties include:

Strategic Leadership

- Develop and lead implementation of a comprehensive fundraising plan aligned with Literacy Source's annual revenue goals and long-term growth plans.
- Establish clear development priorities, metrics, and decision-making frameworks to guide fundraising efforts across individual giving, grants, events, and partnerships.
- Manage and support a team of development and communication staff, fostering clarity, collaboration, and professional growth.
- Provide strategic oversight of communications to ensure consistent, effective branding and messaging.



- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.
- Provide staff leadership to the Board Development Committee and support the Board in setting and achieving development goals.
- Partner closely with the Board of Directors and Co-Executive Director to develop and advance fundraising strategies.

Fundraising and Communication

- Implement a comprehensive strategy for donor partner identification, cultivation and stewardship.
- Maintain a strategic portfolio of individual donors able to make gifts of \$1,000 or more annually while strengthening systems that support donor engagement organization-wide.
- Build long-standing relationships with individual donors, companies, and foundations.
- Identify and cultivate corporate and foundation donors in partnership with the Co-Executive Directors and Development Manager.
- Personally solicit major gifts and corporate support through individualized asks.
- Support staff with donor cultivation and fundraising event execution.
- Collaborate with the communications staff to develop effective donor communications and marketing materials.
- Continue to develop a planned giving program to support Literacy Source's future sustainability.
- Coordinate grant writing and submission responsibilities across internal staff and external resources as appropriate.

Organizational Leadership

- Serve as an active member of the leadership team.
- Serve as an ambassador and spokesperson for Literacy Source at events and in the community.

Required Qualifications:

- Literacy Source is working to become a fully inclusive, multicultural, anti-racist organization. Commitment to this work is essential
- Six or more years of increasing experience in fund development.
- Two years of management experience.
- Two years' experience successfully soliciting financial gifts personally from donor partners.
- Excellent verbal and written communication skills.
- Demonstrated ability to effectively communicate ideas and organizational achievements verbally and in writing.
- Demonstrated leadership in a team setting working with staff, Board members and other volunteers to accomplish fundraising objectives.
- Ability to effectively interact with co-workers, clients, donors, volunteers and community partners with diverse backgrounds and treat everyone with respect.
- Ability to train staff and volunteers in fundraising best practices.
- Proficient in core computer skills including word processing, database management, spreadsheets, navigating the web and electronic communications.
- Ability to work on multiple projects simultaneously and prioritize tasks and responsibilities.
- Ability to work independently and prioritize competing demands.
- Connection with mission of Literacy Source and our diverse community.

**Desired Qualifications:**

- Communications and events experience.
- Experience using Little Green Light.
- Skills in Spanish, Chinese, Amharic, Oromo, Arabic, Tigrigna, Vietnamese, Russian, or Ukrainian especially desired, but any bilingual/bicultural experience welcome.

Compensation and Hours:

This position will be full-time, 35 hours per week, with a salary of \$87,815-\$90,000. Starting salary determined by experience using the Literacy Source pay equity matrix.

Literacy Source provides a benefits package that includes:

- regular PTO accrual of 20 days a year to start.
- paid holiday leave for 9 annual holidays.
- two floating holidays.
- the week of July 4th and the last week of the year off paid.
- retirement match after one year.

Literacy Source is an eligible employer under the Federal Public Service Loan Forgiveness (PSLF) Program.

The position is hybrid with some days in our Lake City office and some at home or in the community.

How to Apply:

Submit a resume and cover letter to: Shira Rosen, Co-Executive Director
employment@literacysource.org

For more information, visit www.literacysource.org or call 206-782-2050

Closing Date:

Open until filled, with preference given to those who apply by May 22, 2026.

Literacy Source is an equal opportunity employer working towards a culturally diverse workplace. We strongly encourage applications from the BIPOC community, immigrants, refugees, women, people with disabilities, members of the LGBTQ community and other underrepresented and historically marginalized groups.