

Oakland Literacy Council, Development Director

Job Summary:

Oakland Literacy Council (OLC) believes everyone has a right to literacy and is looking for a Development Director who will help us support the work at a higher level. Reporting to and in a collaborative partnership with the Executive Director (ED), the Development Director will spearhead development efforts as the OLC continues to grow. This position has recently become full-time and will build upon the existing fundraising infrastructure. Primary responsibilities include increased individual, corporate, and foundation giving. This position will also provide support and leadership to the Events Committee for one major fundraising event per year. Responsibilities also include management of the donor database and donor marketing and communications. Expectations include a 40% growth in annual income (excluding government support) within the first two years.

Responsibilities:

- Develop and execute OLC's annual fundraising plan in alignment with the annual budget.
- Secure and grow foundation and corporate grants: research and identify grant opportunities, maintain grants calendar with application and reporting deadlines, prepare and submit grant applications and track their status, establish relationships with grant officers and decision makers.
- Work to increase corporate giving and sponsorship; research new business relationships to pursue in the region; work with ED to build connections for solicitations.
- Execute a strategy for a large, sustained base of annual individual donors. Activities include creating direct mail and email campaigns three times per year, maintaining strong relationships with existing donors, cultivating new major gifts, developing a plan to convert tutors and students into donors, and working with Board of Directors to cultivate new donors.
- Provide leadership and support for annual Ex Libris fundraising dinner in collaboration with Events committee including growing income from sponsorships.
- Create donor, tutor, and student stories for donor communication efforts.
- Produce print and online donor newsletters and annual reports.
- Support ED in government funding efforts.
- Present to community groups to cultivate donors.
- Participate and assist with organization events for students and tutors.
- Maintain donor database (Little Green Light) and provide analysis and reports of giving.
- Process donations and prepare acknowledgement letters and other correspondence.
- Participate in professional development to advance fundraising skills, keep current on best practices, and to design strategies for future development efforts. Maintain membership in the Association of Fundraising Professionals.

Qualifications:

- Commitment to organizational missions is required with an attitude of service and stewardship toward our donors, volunteers, and those we serve.
- Experience in education, workforce development, or literacy a plus.
- Five or more years of experience in fund development including grant management and proposal writing required. CFRE (Certified Fund Raising Executive) credential welcomed.
- Excellent written and verbal communication skills required with a demonstrated ability to tell stories of the work that engages donors and to prepare funding proposals in a clear and compelling manner.
- Strong interpersonal and speaking skills conducive to networking, building relationships, and making presentations are critical.
- A successful candidate will demonstrate good time management and organization with a strong commitment to meeting goals and deadlines.
- Knowledge and expertise in database systems, maintaining accurate records, tracking donors, and analyzing data essential. Familiarity with Little Green Light helpful.
- Must have extensive experience using Microsoft Office suite of products and possess the ability to quickly learn new technology tools. Canva use a plus.
- A strong commitment to and comfort with diversity, inclusion and equity is required. We encourage diverse candidates to apply.

Hours:

Full-time. Work includes periodic weekend and evening hours for events.

Transportation:

Valid MI driver's license and reliable transportation required.

Location:

Hybrid, ability to work remotely but must be able to meet donors in Southeast Michigan and come into the office on a regular basis for meetings, file management, and team collaboration. A personal office will be provided for your use.

Compensation:

\$70,000-\$75,000 per year, health benefits, paid time off. Professional development budget and opportunities, membership in AFP included. Strong support from executive leadership. CFRE-level mentor available.

To apply for the position please submit a resume and cover letter to Lisa Machesky, Executive Director at lisa.m@oaklandliteracy.com (accepting applications until position is filled).



Oakland Literacy Council provides basic math, literacy, and English language instruction to adults in order to facilitate lifelong learning, employment skills and personal well-being. Volunteers have been providing free one-on-one tutoring for adults with literacy needs since 1984.