

▣ ***Communications and Administrative Manager (full-time)***

Job Summary:

The Communications and Administrative Manager is responsible for all communication and administrative aspects of public relations, fundraising, community relations, and Board management for a small and growing nonprofit organization in the educational sector.

Responsibilities:

- Create relationships with and deeply understand our individual, corporate, and foundation donors. Maintain donor database- add, update, and maintain robust records. Answer donor questions regarding donations. Provide periodic touchpoints to donors highlighting our work.
- Maintain a tutor and student story bank. Take story ideas from the program staff and turn them into video and written content for printed and electronic newsletters, website content, grant applications, donor appeals, and other communication vehicles. Proofread and edit to ensure quality publications.
- Process donations and prepare acknowledgement letters and other correspondence.
- Draft and design initial direct mail, sponsorship, and grant proposals. Coordinate submissions.
- Provide staff support to the events committee- prepare sponsorship materials, maintain guest lists, and manage the logistics for the events.
- Maintain social media, development, and Board meeting (including subcommittee) calendars.
- Update website and maintain social media accounts. Seek and coordinate volunteer support if needed
- Provide administrative support for the Board of Directors and the Executive Director.

Qualifications:

- Must have 3-5 years of administrative experience in a complex environment.
- The ideal candidate will have excellent verbal and written communication skills. The successful candidate will also demonstrate a high attention to detail, problem solving skills and the ability to establish strong administrative systems. Other attributes include the ability to work effectively with diverse groups of people and the ability to organize and juggle multiple tasks, use time effectively and work independently.
- Strong computer skills are needed. Examples include using Word fluently including mail merge, working with an Excel spreadsheet including using formulas, developing an engaging presentation in PowerPoint or Canva, working with a database like Salesforce, making edits on a WordPress site, and sending out an email campaign using software. Experience with Adobe suite helpful.
- Nonprofit or higher education communication, volunteer management, and fundraising experience are highly valued.

Hours: Full-time, General business hours, hybrid, flexible schedule, in office at least three days of week in downtown Pontiac.

Compensation: \$50,000 per year, health benefits. Professional development opportunities. Strong support from executive leadership.

To apply for the position please submit a resume and cover letter by January 15, 2024 to Lisa Machesky, Executive Director at lisa.m@oaklandliteracy.com.



The Oakland Literacy Council provides basic literacy, numeracy, and English language instruction to adults 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.