



JOB POSTING: Part-Time Development Manager

Job Summary: Oakland Literacy Council (OLC) is a small nonprofit that believes everyone has a right to literacy and pairs trained volunteer tutors with adult learners throughout Oakland County to improve their reading, math, English language, and digital literacy skills. Reporting to and in a collaborative partnership with the Executive Director, the Development Manager will support this mission by developing and executing a fundraising plan with the goal of increasing our annual income.

This job will be ideal for you if you...

- Are a highly organized, hands-on individual used to handling multiple tasks at the same time;
- Are a self-starter who can keep projects moving and problem-solve challenges that arise;
- Have a “development mindset” that can generate fresh ideas about cultivating new donors and deepening relationships with existing ones.
- Are a strong writer who can craft persuasive content for a variety of platforms and needs;
- Are tech savvy, able to leverage tools to work efficiently and creatively.
- Desire a flexible schedule with some remote work hours.

Responsibilities:

Donor Cultivation and Stewardship:

- Expand the donor base by identifying new prospects and by helping the Executive Director build relationships through outreach activities;
- Work to increase corporate giving and sponsorship; together with the Executive Director and Board of Directors, recruit and manage a Sponsorship Committee that will identify new sponsorships.
- Develop and execute activities to deepen relationships with current individual donors to increase giving.
- Identify and coordinate third-party fundraising opportunities.
- Acknowledge donors and create stewardship activities to build relationships;

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- Draft, design, and mail appeals to individual donors, both print and online.
- With input from staff, gather story ideas and take photographs for use across platforms and develop messaging for donor newsletters.
- Manage Communications coordinator.

Grant Management:

- Maintain a grant calendar with application and reporting deadlines; submit grant applications with direction from the Executive Director; establish relationships with grant officers.

Event Support

- Plan and carry out key aspects of planning our annual fundraising dinner and other fundraising events in coordination with the volunteer event committee chair and other staff members;

Database Management:

- Maintain our online donor database with accurate records
- Anticipate donor needs and respond to donor questions.
- Ensure that donor acknowledgement letters are sent.

Qualifications:

- Associate's or Bachelor's degree, preferably in Marketing, Communications or a related field.
- Experience working in a nonprofit, particularly in communications, development, or marketing.
- Strong technical skills, including proficiency in Microsoft Office, Canva or similar graphics program; familiarity with CRM software is a plus.

Hours: 28 hours/week, with one day a week remote, occasional evening responsibilities.

Compensation: \$30-32/hour, Paid Time Off.

To apply, submit a cover letter explaining why you're a great fit and your resume to Laurie Weeks at laurie.w@oaklandliteracy.com. This position will remain open until filled.