



Director of Development

Job Description

Responsibilities include:

- Develop and implement an annual development plan with innovative and effective strategies to expand operating revenue
- Research and pursue new funding opportunities
- Establish and develop relationships with businesses, funders, and donors
- Prepare public and private grant proposals and reports
- Organize and coordinate fundraisers and special events like graduation; provide staff support to the Development Committee; secure sponsorships for events and projects
- Develop fundraising campaigns; create and manage the annual giving campaign
- Develop ways to increase individual giving
- Coordinate communication about funding needs, opportunities, and requirements with program, fiscal, and executive staff
- Collaborate with the accounting team to prepare monthly, quarterly, and annual reports on development activities and outcomes
- Develop and distribute the annual report
- Assist with the development and implementation of strategic plans and provide quarterly reports
- Supervise the Communications Specialist and oversee the following:
 - Develop and implement a comprehensive communications plan that includes formal and informal communication with donors and volunteers through meetings, emails, social media, website, a quarterly newsletter, and other means
 - Serve as a spokesperson and representative for the organization through the media, meetings, and events, and prepare media advisories and press releases
 - Develop and implement a branding strategy for the organization
- Review donor information and reports from DonorPerfect maintained by the Data & Reporting Coordinator
- Send required documentation and acknowledgement letters to funders and donors
- Assist with other projects and tasks as needed

Candidates must have experience:

- Writing grant proposals and reports to both public and private funders
- Organizing and coordinating fundraising and special events
- Organizing annual giving campaign
- Developing relationships with local businesses and other donors
- Making presentations to foundations, corporations, and individual donors
- Securing sponsorships
- Writing an annual report
- Managing a donor database

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- Using Microsoft Word, Excel, Outlook, and PowerPoint, Canva, Constant Contact, Zoom, and Google Drive
- Using social media platforms including Facebook, LinkedIn, Instagram, and Twitter for fundraising and communications purposes
- Leading and coaching team members
- Effectively collaborating with other departments and team members

Candidates must also have:

- Excellent writing and proofreading skills
- Attention to detail
- Superior interpersonal, written, and verbal communication skills
- Bachelor's degree in marketing, communications, nonprofit management, or related field.

Job Type: Full-time

Reports to: Executive Director

The Literacy Center is an Equal Opportunity Employer and drug-free workplace. We value and support the diversity of our students, volunteers, instructors, and staff. We seek to promote an understanding and appreciation of differences by creating an inclusive environment embracing individuals with diverse backgrounds, experiences, and aspirations.

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