



## SOUTH SOUND READING FOUNDATION DEVELOPMENT DIRECTOR JOB ANNOUNCEMENT

**The South Sound Reading Foundation, a literacy non-profit in the South Sound, is looking for a new and dynamic Development Director.**

### **You:**

- Believe in the wonder and promise of reading and literacy!
- Have experience in nonprofit development. You dream of growing successful organizations into great ones, and you know how to actualize your aspirations.
- Are an enthusiastic leader capable of collaborating with diverse individuals to reach a common goal.
- Initiating and completing projects is right up your alley.
- Know how to make timely, effective, and ethical decisions. You embody the entrepreneurial spirit. You're a self-starter who crafts creative solutions and opens doors to new donor relationships.
- Actively listen to all constituents, focus especially on donor needs and know how to identify mutual benefits. You communicate excellently and compel audiences through writing and speaking.
- Want to help current and future donors accomplish their philanthropic goals and ambitions through a relationship with our organization.

**If this feels like you, please consider applying.**

**Job Title:** Development Director

**Salary:** \$20-\$30 an hour, depending on experience

**Hours:** 20-30 week

**Our Mission:** Bringing the joy and promise of books and reading to all South Sound children. We envision a community where there is a love of reading, where every child has books and is read with for at least 20 minutes every day, and where reading opens new opportunities.

**Job Summary:** The Development Director is responsible for procuring agency and event sponsors, cultivating donors, playing a key role in planning agency fundraising events, and overseeing the agency's long term marketing strategy.

### **Responsibilities:**

- Successfully cultivate and steward existing donors
- Identify and steward prospective donors
- Collaborate with event team to administer our signature fundraising events
- Create solicitation materials for fundraising purposes
- Track donors with our donor database
- Acknowledge major donors through public and private recognition
- Help secure grant funding, including prospecting, writing, tracking, and reporting
- Track and report on progress to E.D. and the board
- Influence marketing strategies to support development goals

### **Qualifications:**

- Bachelor's degree required
- Excellent oral and written communication skills reflecting solid customer service
- Ability to multi-task and work independently in fast paced environment with heavy workload while exercising good judgment, decision making and problem-solving skills
- Excellent organizational and time-management skills
- Excellent attention to detail
- Previous development experience preferred
- Event planning and execution experience preferred

Please submit a letter of interest and resume to:  
South Sound Reading Foundation at [read2me@nthurston.k12.wa.us](mailto:read2me@nthurston.k12.wa.us)  
Questions: 360 412 4499 or email [read2me@nthurston.k12.wa.us](mailto:read2me@nthurston.k12.wa.us)