



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: 20-25 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 preferred, but will consider work experience instead
- 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

The South Sound Reading Foundation complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, age, creed, honorably-discharged veteran or military status, marital status, sexual orientation including gender expression or identity or qualified individuals with sensory mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to designated youth groups. This holds true for all Foundation employment opportunities. Inquiries regarding compliance and grievance procedures may be directed to Jennifer Williamson Forster, the Reading Foundation's Executive Director, 305 College St. NE, Lacey, WA 98516, (360) 412-4412. We hire only U.S. Citizens and lawfully authorized alien workers as per the Immigration Reform and Control Act of 1986. The South Sound Reading Foundation is a drug free/tobacco free workplace.

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