



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.

Salary—\$20-\$30 an hour **Hours**—20-hours per week **Location**—Office and in the community

You:

- Believe in the wonder and promise of reading and literacy!
- Have an enterprising spirit.
- Have experience in nonprofit work and dream of growing a successful organization.
- Are an enthusiastic leader who can collaborate to reach a common goal.
- Love initiating and completing projects.
- Know how to make timely, effective, and ethical decisions.
- Are an initiative-taker who crafts creative solutions and opens doors to new relationships.
- Actively listen, especially to donor needs and know how to identify mutual benefits.
- 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.

Responsibilities:

- Make direct, face-to-face solicitations and assist the board and other staff with their solicitations (e.g. provide portfolio development support, strategic counsel, and help with donor communications).
- Successfully cultivate and steward existing donors.
- Identify and steward prospective donors.
- Create solicitation materials for fundraising purposes.
- Track donors with our donor database.
- Acknowledge major donors through public and private recognition.
- Influence marketing strategies to support development goals.
- Collaborate with events committee in support of our signature fundraising events.
- Track and report on progress to E.D. and the board.

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.
- Previous development 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