



**Job Title:** Development Associate  
**Reports to:** Director of Development  
**Status:** .75 FTE (30 hrs/week), Non-exempt

## **ORGANIZATIONAL DESCRIPTION**

Literacy Connects is a volunteer-driven Tucson nonprofit serving over 55,000 children and adults annually through literacy and arts programming. As the premier literacy hub of Southern AZ we connect individuals and groups from across the community to work together for long-term social impact. While each of our programs uses different delivery models to meet the mission, they are unified in achieving transformational learning through joyous student-centered relationships and a strength-based approach. We know that while building skills is critical, long-term success also depends on shifting attitudes and behaviors. We believe that when people come to identify as learners, readers, writers, creatives, and empowered citizens, their resilience increases along with opportunities to help themselves and others.

## **ORGANIZATIONAL VALUES**

The core values that influence our organizational direction are **equity and social justice, creativity and imagination, collaborative relationships, joy, and transformational learning**. We are positive and always try to work from a place of gratitude. We seek board, staff and volunteers who are passionate, committed to the mission, and can embrace our core values.

## **POSITION SUMMARY**

The Development Associate's primary role is to assist the Development Team with the implementation of Literacy Connects' fundraising strategy. This includes researching and identifying funding opportunities that align with our strategic vision, drafting letters of inquiry and proposals, creating fundraising solicitations, tracking active and prospective donors and funders in Donor Perfect, and providing general administrative support related to the organization's development efforts. This position will play a key role in garnering and sustaining the resources needed to advance our vision of a literate community.

## **ESSENTIAL FUNCTIONS**

- Work collaboratively with Director of Development to ensure positive outcomes for donors in the advancement of our fundraising goals
- Develop relationships with corporate and business partners, volunteers and individuals that will lead to gifts
- With the support of a supervisor and other partners, execute the fundraising plans for one or more areas of the development team. Focus on identifying, cultivating, soliciting, and stewarding gift prospects within an assigned portfolio.
- Assist Grant Manager with soliciting grants from foundations and government agencies
- Draft content for fundraising appeals for individual giving and track progress
- Assist with corporate and business sponsorship
- Other duties as assigned

## **QUALIFICATIONS**

- Bachelor's degree in a related field or equivalent combination of education and work experience
- Minimum 2 years of professional experience in fundraising and grant writing
- Excellent writer; ability to produce high-quality written content quickly
- Expert communicator; ability to communicate effectively at all levels of the organization and with external stakeholders
- Extremely thorough and detail oriented; curious
- Intrinsically motivated and able to manage projects independently

## **COMPENSATION**

This position will be .75 FTE (30 hrs/wk) with a salary of \$30,000 annually based on education, experience, and ASU Lodestar Non-Profit Salary Guidelines, and a competitive benefit package.

## **HOURS**

Literacy Connects is open 9 am to 5 pm Monday through Friday. Occasional weekend and evening hours will be required. This position is currently requires both remote and in-person work.

## **TO APPLY**

Interested candidates should submit a resume and a thoughtful cover letter outlining how your skills and experience meet the qualifications of the position to [HumanResources@literacyconnects.org](mailto:HumanResources@literacyconnects.org)

## **WEBSITE**

[www.literacyconnects.org](http://www.literacyconnects.org)

## **EQUITY, INCLUSION AND DIVERSITY STATEMENT**

As an organization that values equity and social justice, Literacy Connects strives to be a place where all feel welcome, regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. We work to champion social justice initiatives and advocate for our community, and to continue to grow as an organization and individuals. It is our diverse community that makes us who we are, and we stand against any and all discrimination, racism, and hatred.