



Job Title: Development Associate
Status: Regular, full-time, exempt
Reports to: Director of Development

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

As a representative of Literacy Connects, and in partnership with the Director of Development, identify and cultivate donor relationships to increase the impact of Literacy Connects. This is an excellent opportunity for someone to learn and grow in the fundraising profession. The vital role of the Development Associate includes these three areas of responsibility:

- 1.) The Development Associate's primary role is to assist the Development Team with the implementation of Literacy Connects' fundraising strategy and annual plan. 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
- 2.) Manage a mid-level donor profile of 75-100 cultivated and active donors making gifts between \$500-999 annually with the goal of developing them into Major Donors.
- 3.) Act as the staff liaison to the annual Get Connected Event. Supports planning and logistics for all fundraising events, meetings and campaigns

Primary Responsibilities

- 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 geared towards individual donors 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; inquisitive
- Intrinsically motivated and able to manage projects independently

COMPENSATION

Literacy Connects offers a competitive salary (\$41,000-\$50,000) based on education, experience, and ASU Lodestar Non-Profit Salary Guidelines, and a competitive benefits package. Ability to provide own transportation to meet with donors and attend employer-related functions. Occasional weekend and evening hours will be required. Some remote work is available.

HOURS

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

TO APPLY: Interested candidates should submit a resume and a thoughtful cover letter outlining how their skills and experience meet the qualifications of the position to HumanResources@literacyconnects.org

WEBSITE: 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.

NON-DISCRIMINATION STATEMENT

Literacy Connects is an equal opportunity employer and prohibits employment (be it by a volunteer or paid staff) discrimination based on race, color, sex, marital or familial status, sexual orientation, gender identity, age, religion, veteran status, national origin, ancestry, or disability.