

Position Announcement

Grants & Development Manager, Literacy Together
Asheville, North Carolina
September 2024



Transforming Lives Through Literacy
Formerly Literacy Council of Buncombe County

The Organization

Literacy Together has been serving the Buncombe County area for over 35 years, with a mission to transform lives and communities through the power of literacy. Our vision is a just and equitable community in which literacy is accessible and achievable by all. We believe access to lifelong quality education is the cornerstone of a more just and equitable society, and we serve as equal partners with students, tutors, staff, and board to help students reach their goals.

We serve students in four core programs: Adult Literacy, Youth Literacy, English for Speakers of Other Languages (ESOL), and Dolly Parton's Imagination Library®. For more information about Literacy Together, please visit the website at lit-together.org and [watch this 5-minute video](#). Literacy Together is an equal opportunity employer committed to recruiting a diverse pool of qualified candidates for the position.

Grants & Development Manager Position Summary

The Grants and Development Manager is responsible for securing and managing grants, overseeing donor relations, and coordinating fundraising initiatives for the organization to ensure the organization's financial sustainability and growth. This position reports to the Executive Director and works collaboratively with Literacy Together program staff. This is a full-time (37.5 hour/week) position.

Key Responsibilities

Grant Management:

- Research and explore potential grant sources that align with Literacy Together's current needs, address current funding gaps, and support the agency's long-term goals and growth.
- Write compelling grant proposals and reports that effectively communicate the agency's mission, impact, and funding needs.
- Maintain a detailed grant calendar and coordinate with program staff to meet all submission deadlines and reporting requirements.
- Establish and maintain positive and professional working relationships with private grantors, corporate funders, and governmental agencies.

Donor Relations:

- Maintain a comprehensive donor database to track giving history, contact information, and engagement efforts.

- Create a structured day-to-day stewardship plan to ensure consistent and timely donor engagement.
- Maintain regular communication with donors through quarterly newsletters.
- Efficiently handle and record all donations received through various channels, including checks, online donations, stock donations, etc.
- Provide exceptional service by sending acknowledgment letters promptly, maintaining accurate records, and assisting with thank you phone calls.
- Occasionally support the Executive Director with in-person meetings with donors and partners.

Fundraising Initiatives:

- Collaborate with the Executive Director to develop and implement a strategic fundraising plan for the year.
- Develop and execute three targeted annual fundraising appeals to solicit donations.
- Assist in the growth of corporate sponsorships by helping to develop and implement a communication and stewardship strategy and by obtaining sponsorships.
- Oversee and coordinate third-party fundraising initiatives.

Event Coordination:

- Collaborate with the Executive Director to coordinate and assist with monthly office tours for visitors and stakeholders.
- Plan and execute a yearly donor appreciation event to thank supporters for their generosity.
- Play a key role in coordinating and managing various aspects of the annual Authors for Literacy event, including logistics, promotional materials and event materials.
- Train and manage volunteer teams to support various events and initiatives.

Administrative Tasks:

- Provide support and assistance during the annual financial audit process.
- Ensure the accuracy and up-to-date status of the organization's profiles on nonprofit rating platforms, such as Candid/Guidestar and Charity Navigator.
- Uphold the highest ethical standards in fundraising by following industry guidelines and staying informed about current trends, techniques and networking opportunities.
- Assist in maintaining the organization's website.
- Lead the creation of a comprehensive annual report to showcase Literacy Together's accomplishments.

Desired Experience, Skills, and Attributes

Literacy Together is committed to building an inclusive team that represents our diverse community. Candidates with a combination of the following experiences, skills, and attributes are encouraged to apply:

- A deep-rooted belief in the transformative power of education.
- A passion for writing and the ability to tell stories clearly and effectively through written word.
- A keen eye for detail and commitment to precision and accuracy.
- Strong relationship building skills, and the ability to warmly communicate perspectives, successes and challenges in meetings with colleagues and community partners.
- A collaborative spirit and the ability to work effectively both independently and as part of a passionate and high-performing team.
- Experience coordinating or planning events.
- A commitment to personal growth and professional development – and a sense of humor.
- Excellent organizational and time management skills, including the ability to initiate, sustain, and monitor multiple tasks and see them through to a successful completion.
- Experience with donor database systems.
- Proficiency with Google Suite and Microsoft Office.
- Familiarity with web and/or newsletter platforms, and experience with design software such as Canva.

Compensation and Benefits

This is a 37.5 hour/week (full time) position with a salary of \$47,000 – \$50,000, commensurate with experience.

Benefits:

- Flexible Work Schedule: Literacy Together offers a flexible schedule with the option of a partially remote workweek.
- Generous Paid Time Off: Receive 12 days of PTO in your first year, plus 16 paid holidays.
- Community Impact: Dedicate up to 2 hours per week to tutoring a student in one of our programs.

Please note: We do not currently offer health or medical insurance.

Application Process

To apply, please send us your resume and a cover letter describing your interest and qualifications. Please include the names and email addresses of 3 professional references (to be contacted only if an offer is possible) and submit your application by email to amanda@lit-together.org using the subject line: "Grants & Development Manager" plus your last name. Applications will be accepted until October 14th at 9:00 a.m.

We look forward to hearing from you!