



**Title:** Director of Development

**Schedule:** M-F 9-5pm

**Position Overview:** Literacy Mid-South seeks a dynamic, passionate Director of Development to provide high-level strategic leadership as well as day-to-day management and implementation of all fundraising efforts. The Director of Development will be a critical member of the Literacy Mid-South team, leading all direct solicitations and donor engagement. The Director of Development will work closely with the Executive Director and Board of Directors to design and implement fundraising strategies, but a high degree of creativity and independence is necessary.

### **Job Summary**

- Design and implement strategies to identify and cultivate new individual, corporate, and congregational donors
- Develop and implement strategies and activities for donor recognition, cultivation, solicitation, and stewardship
- Develop and coordinate special events, including acquiring sponsorships
- Develop and coordinate annual fundraising activities
- Provide staff support for Literacy Mid-South sponsored events
- Serve as project manager for grant writing and reporting
- Manage the Development team, donor database, and all of Literacy Mid-South's social media accounts
- Solicit and negotiate in-kind gifts of product and service
- With the assistance of the public relations firm and the Board's Marketing Committee, secure publicity for the needs and interests of the organization
- Serve as point person for requests for speakers and interviews
- Serve as project manager of the annual report publication with the writing and production of the annual report
- Participate in the development of marketing materials and the management of the organization's website
- Maintain up-to-date communications lists with donors, volunteers, and community members
- Meet or exceed established goals in scheduled personal visits, solicitations, and dollar raised
- Manage all social media platforms for the organization, providing support and oversight for content created and posted by the Development Assistant

### **Qualifications**

- Minimum 5 years experience in nonprofit organizations, including demonstrated success in overseeing annual campaigns, special events, and major gift solicitations



- Tangible experience in managing and forging relationships with multiple donor sources and in cultivating donor relations over time
- An incisive and collaborative communication style with prodigious receptivity to donors, colleagues, and partners
- Passion for literacy and lifelong learning
- Ability to eloquently share Literacy Mid-South's story
- Bachelor's degree required
- Familiarity with the Memphis community preferred
- Excellent written and verbal skills required
- Ability to work effectively with people from diverse backgrounds
- Self-motivated, organized, and able to meet deadlines
- Available to work evenings and weekends if required
- Must be able to lift 30 lbs
- Must be able to sit or stand for extended periods of time

**To apply**

Please send a resume, cover letter, and three relevant references to [lms@literacymidsouth.org](mailto:lms@literacymidsouth.org).