



Learn. Collaborate. Champion.

DEVELOPMENT MANAGER

July 2019

Are you passionate about advancing social justice through literacy and the power of community collaboration? Looking to apply your talents and expertise in nonprofit fundraising and communications to strengthen an entire field of service providers? The Oakland Literacy Coalition (OLC) is looking for a driven and dynamic Development Manager to join our team.

ABOUT US

Our Mission & Approach

The OLC works to meet the literacy needs in our city, particularly for our youngest readers, by amplifying the impact of Oakland's literacy providers. Building a future where every Oakland child can learn and love to read will take all of us. That's why we've built a thriving network of stakeholders to support our city's learners and we serve as an anchor for Oakland's literacy efforts.

The OLC supports our network of partners to learn, collaborate, and champion literacy in order to achieve more powerful impact together. We provide training and technical assistance, leverage resources, foster partnerships, encourage dialogue, and build awareness for a citywide literacy agenda that supports equity and outcomes for all students. Learn more about our work at www.OaklandLiteracyCoalition.org.

The Organization & Team

The OLC was convened by the Rogers Family Foundation in 2008 and launched as an independent nonprofit organization in 2016. As a young nonprofit, we are in an exciting phase of strategic growth and organizational development to deepen our impact as an innovative, effective, and sustainable literacy hub for Oakland. Our friendly, passionate and entrepreneurial team, led by two women Co-Directors, is committed to fostering collaboration and continuous learning internally and across our network to advance our mission.

THE ROLE

We are looking for a Development Manager to join our team of four full-time staff to build sustainable revenue over the next three years in partnership with foundations, corporate partners, major donors, and individuals. As a new position, the Development Manager will strategically build the development function in the organization and drive our fundraising efforts to secure the resources needed to advance our work.

This is a full-time, exempt position (40 hours per week) based in Oakland, CA. The Development Manager will report to the OLC's Co-Director Cassie Perham.

KEY RESPONSIBILITIES

This position will contribute to all facets of the OLC's development strategy and operations. Responsibilities include but are not limited to:

Fund Development

- Develop compelling proposals, reports, budgets, and other grant materials for foundation and corporate fundraising, including sponsorships, that articulate our organizational accomplishments and aspirations.
- Manage all deadlines, workflows, and project plans for fundraising activities—including internal timelines for collection of information from other staff—to ensure timely completion and high rate of successful funding requests.
- Work with program staff to track grant deliverables.
- Lead the development and implementation of the Oakland Literacy Coalition's major and individual donor program.
- Plan and coordinate creative, strategic, and meaningful appeals, campaigns, and activities to engage new and existing donors both online and in-person.

Relationship Management & Communications

- Continuously seek to understand all aspects of our mission and model and use impactful storytelling and communications to convey the power of literacy and collaborative action to external partners.
- Steward and leverage relationships that result in meeting or exceeding target fundraising goals. Actively seek to deepen current donor relationships and forge new ones.
- Support the Co-Directors in relationship development with foundation and corporate funders and major donors, including researching prospects, developing presentations and packets, and scheduling and participating in meetings and site visits.
- Prepare high-quality donor communications, such as solicitation materials, thank you letters, and annual reports, that demonstrate deep knowledge of our programs and promote our mission.
- Assist in developing web, newsletter, and social media content to market the organization, promote fundraising activities, and acknowledge donors and funders.
- Develop and maintain relationship management systems that increase our capacity to cultivate and sustain meaningful relationships with donors and funders.

Strategy Development, Operations, & Board of Directors Coordination

- Participate in the creation, execution, and progress monitoring of the annual fundraising plan.
- Research, evaluate, and recommend new fundraising tactics and opportunities in alignment with the Oakland Literacy Coalition's values, strategic priorities, and programmatic work.
- Maintain accurate and up-to-date donor and fundraising data in Salesforce CRM database.
- Recruit, train, and supervise development interns and volunteers.
- Assist the Co-Directors in preparing fundraising reports and materials for the Board of Directors, coordinating the fund development committee, and supporting board members' fundraising efforts.

ABOUT YOU

You will be successful in this role if you:

- Are passionate about our work and excited to help us secure new and sustainable funding streams.
- Demonstrate a hunger to learn, grow, support, and add great value to the organization.
- Are achievement-oriented and have a demonstrated track record of meeting fundraising goals.
- Are an exceptional, authentic, and persuasive communicator, verbally and in writing. You find genuine joy in connecting with others, are a careful and perceptive listener with an empathetic understanding of funders' needs and interests, and are energized by the creative challenge of storytelling to engage and motivate supporters.
- Are resourceful, innovative, optimistic, and flexible to embrace new opportunities and the evolving needs of a growing organization. You are comfortable with ambiguity and able to provide logical next steps towards action items.
- Are highly organized and adept at managing projects from concept through implementation. You have a strong ability to multi-task, work well under pressure to meet deadlines, and self-manage time and workflow in order to maximize efficiency.
- Are a positive team player who thrives in a cooperative, collaborative environment.
- Have an eye for aesthetics and meticulous attention to detail in reviewing and creating materials.
- Demonstrate a proficient ability to use spreadsheets and financial reports to meet grant requirements.
- Have 3+ years of increasing responsibility in a nonprofit development or related role.
- Have a bachelor's degree or equivalent experience.
- Can prove eligibility to legally work in the U.S.

Bonus points if you:

- Are familiar with and have existing relationships within the Bay Area funding community.
- Are proficient with Salesforce CRM or equivalent development database.
- Have experience with nonprofit grant writing and/or individual giving programs.
- Have experience managing government grants or contracts.
- Have experience in the education sector.

COMPENSATION

This is a salaried position, with annual compensation ranging from \$65,000 to \$70,000 depending on experience.

Benefits

- Healthcare: medical insurance covered at 80% for employees and 50% for dependents; dental and vision insurance covered at 100% for employees and dependents.
- 3-4 weeks paid vacation leave (grows with years of experience at the OLC) and paid sick leave.
- 2.5 weeks of observed holidays, including a winter break between December 25th and January 1st. Flexibility to "float" holidays (arrange to work an observed holiday and take an alternate paid day off).

- Simple IRA retirement plan with up to 3% annual salary match.
- Paid professional development opportunities.
- Workplace flexibility and commitment to work-life balance.
- Opportunities to take paid time out of the workday for community volunteering.
- Pet-friendly office in shared nonprofit co-work space.

WORK SCHEDULE + LOCATION

The position is based out of our office in a bright and inviting co-working space that we share with several other nonprofit organizations. The office is located near Jack London Square, approximately 15-minute walk from West Oakland BART station. There is free street parking in the area and a secure bike rack in the office.

Our team typically works Monday through Friday. There are meetings where you will need to attend in person at the office, and we do like to be around each other for informal chats. But our team also occasionally works remotely as well, based on our needs. Our work sometimes happens at community events or at the office of partner nonprofits or funders. It also sometimes requires attendance at meetings or events that happen at night and on the weekends. We make a deliberate point of flexing our week to “give time back” when we host or attend events outside of our typical work days.

TO APPLY

Please send a resume and cover letter addressed to Cassie Perham at jobs@oaklandliteracycoalition.org. Please put “Development Manager” in the subject line. Application materials should be submitted as attached documents and saved in the filename format: LastName_FirstName_Resume.pdf or .doc with no spaces in the filename (use only underscores in place of spaces).

The Hiring Process:

The hiring process will involve interview questions about work you’ve done before and how you prefer to work, performance tasks based on the actual work we do on our team, and interviews with team members.

No phone calls, please.

ANTI-DISCRIMINATION POLICY + COMMITMENT TO DIVERSITY

The Oakland Literacy Coalition is an equal opportunity and affirmative action employer committed to creating a diverse staff and inclusive environment. *We especially encourage members of underrepresented communities to apply for this role, even if your skills are not a perfect match.*

In compliance with applicable laws, the Oakland Literacy Coalition does not discriminate on the basis of age, race, ethnicity, color, national origin or ancestry, cultural background, religious creed, sex, gender identity or expression, sexual orientation, marital status, physical or mental disability, medical condition, veteran status, primary language, citizenship, or immigration status.