



Associate Director of Development

August 2021

The Oakland Literacy Coalition (OLC) is seeking a talented and dynamic Associate Director of Development. As a new position on our growing team, the Associate Director will work to secure the financial resources necessary to advance the OLC's mission and grow our impact.

This is a full-time, exempt position (40 hours per week) based in Oakland, CA. Our team is working remotely due to COVID and there will be flexibility for the role to permanently remain partially remote. Occasional evening and weekend hours will be required.

This is a salaried position with an annual compensation ranging from \$75,000 to \$80,000, depending on experience. The position includes competitive benefits: comprehensive health insurance, Simple IRA retirement plan with company match, vacation/sick leave, and 11 paid holidays.

In this role you will:

- Develop and execute the OLC's long-term and annual development plan for diversified funding streams, including individual giving, private and family foundations, government grants, corporate matching, sponsorships, and events. Monitor progress and provide regular reports and recommendations to the Founding Co-Directors, Board of Directors, and team.
- Identify, cultivate and steward relationships with current and prospective funders and donors that lead to high level support and result in meeting or exceeding target fundraising goals. Actively seek to deepen current donor relationships and forge new ones. Conduct regular prospect research to expand funding sources.
- 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 and events.
- Craft compelling narratives that tell the OLC's story, convey the value and impact of our work, and inspire others to support. Work with the Founding Co-Directors to hone messaging and pitches.
- Develop fundraising communications and written materials, including fundraising campaigns, donor requests and acknowledgements, pitch packets, and donor updates. Compose accurate and highly effective grant proposals and reports.
- Prepare fundraising reports and materials for the Board of Directors, serve on the Board Development committee, and support the Board of Directors to grow engagement in fundraising.
- Supervise one staff and manage independent contractors and interns.
- Manage policies, systems, and procedures to track fundraising activities and donor data.

Knowledge, skills, and experience you'll bring to the OLC:

- 8+ years of nonprofit fund development work experience and a track-record of successfully raising an annual operating budget of \$1+ Million. You are driven, goal-oriented, and enjoy a challenge.

- 2+ years of staff supervision. Experience working with independent contractors.
- Exceptional, persuasive, and authentic interpersonal and written communication skills. Skilled storyteller with the ability to craft inspiring narratives about the OLC's work and impact.
- You are an outstanding and highly organized project manager who can lead simultaneous, complex, collaborative projects from concept to implementation on tight deadlines. Proactive problem solver who takes initiative and can multitask and prioritize in a dynamic environment.
- Meticulous attention to detail and accuracy.
- You hold high standards for your quality of work, take ownership of your goals, and demonstrate accountability for performance and results.
- You are a careful and perceptive listener who enjoys building relationships with people from all walks of life and understands how to inspire and motivate others through shared goals and values.
- You are an optimistic self-starter with the drive and enthusiasm to navigate through ambiguity to produce high-quality results. Collaborative spirit and team orientation coupled with the ability to work independently as part of a small, fast-paced, and growing organization.
- You think of new ways to achieve our goals and enjoy taking on new challenges. You are bold and confident in your ideas and willing to take risks and shake things up in service of what's needed.
- You are passionate about the OLC's mission and committed to educational equity and justice.

ABOUT US

Building a future where all Oakland students are afforded their civil right to literacy will take all of us. That's why the OLC fosters a diverse coalition of community organizations and agencies with the mission of working together to ensure that every Oakland child learns and loves to read.

For over a decade the OLC has convened practitioners and providers from across the literacy and education field in Oakland. We continue to build our network as trusted partners, forging collaboration and pushing for educational excellence and equity.

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 passionate and entrepreneurial team, led by two women Founding Co-Directors, is committed to fostering collaboration and continuous learning internally and across our network to advance our mission.

TO APPLY

Please send a resume and cover letter to Cassie Perham at jobs@oaklandliteracycoalition.org. Please put "Associate Director of Development" in the subject line. 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.*

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, religion, sex, gender identity or expression, sexual orientation, marital status, physical or mental disability, medical condition, veteran status, primary language, citizenship, or immigration status.