



### Job Description

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| <b>Job Title:</b>                | Development Coordinator                          | <b>Job Category:</b>    | Part-time, hourly                                       |
| <b>Location:</b>                 | 110 E. Patrick Street, Frederick, Maryland 21701 | <b>Travel Required:</b> | Within Frederick County (ongoing)                       |
| <b>Level/Salary Range:</b>       | \$20/hour  | <b>Position Type:</b>   | Part-time, hourly, flexible schedule, some remote hours |
| <b>Literacy Council Contact:</b> | Laurie Fisher, Executive Director                | <b>Date posted:</b>     | February 1, 2022  |

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| <b>Contact:</b>   |   |
| <p><b>SEND COVER LETTER AND RESUME TO:</b></p> <p>ATTENTION: <b>LAURIE FISHER, EXECUTIVE DIRECTOR</b></p> <p>Subject Line: Development Coordinator</p> <p><b>BY EMAIL:</b> <a href="mailto:LAURIEFISHER@FREDERICKLITERACY.ORG">LAURIEFISHER@FREDERICKLITERACY.ORG</a></p> | <p><b>BY MAIL:</b></p> <p>Literacy Council of Frederick County</p> <p>Attn: Laurie Fisher</p> <p>110 E. Patrick Street</p> <p>Frederick, MD 21701</p> |

#### **Job Description**

The Literacy Council of Frederick County seeks a candidate who is interested in joining a growing team of nonprofit professionals and volunteers who are dedicated to supporting adult basic education and literacy programs for a diverse community of adult learners and their families in Frederick County. The focus of this position is to help build the development and fundraising capacity of this growing nonprofit, including systems and processes for donor-centered fundraising and community engagement.

This position is perfect for an experienced professional in the development field looking for a part-time job with flexible hours (some of which can be remote), or someone who has a minimum of 3-5 years of professional experience.

**Responsibilities include but are not limited to:**

- Work in collaboration with Executive Director to implement action items in the organization’s fundraising, sustainability and marketing plan
- Contribute to expanding and deepening the organization’s donor management systems and infrastructure
- With the Executive Director, support the Board of Directors and Development/Marketing & Communications Committee
- Oversee donor database and reporting, ensuring integrity of data and consistent best practice procedures
- Coordinate the development and deployment of donor communications
- Coordinate the following activities under direction of the Executive Director
  - Annual donor appeals
  - Tracking donor activity
  - Outreach to current donors



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- Assist Executive Director with major donor stewardship and Giving Societies program
- Assist Executive Director with development of a Planned Giving program
- Support execution of donor engagement and appreciation outreach efforts
- Support donor and sponsorship involvement at annual events, annual fundraiser
- Other duties as assigned

**PREFERRED QUALIFICATIONS:**

- Bachelor’s Degree in communications, marketing, or related field desirable, or equivalent work experience will also be considered
- Demonstrated experience with database entry and management
- Demonstrated experience with digital communication and be comfortable with one-to-one and personal “old school” communication
- Ability to effectively communicate verbally and in writing, including the use of personal computers and related software
- Detail-oriented self-starter capable of working in a team or individually. Attention to detail, accuracy, and strong organizational skills. Ability to prioritize as well as multi-task and work under specific time constraints
- Ability to interact effectively with the public in representing the Literacy Council and its services

**SKILLS**

Basic computer skills required, including Microsoft: Word, PowerPoint, Excel. Familiarity with Microsoft 365 and Teams preferred. Must have own transportation and a valid driver’s license. Vehicle insurance must meet minimum requirements.

**REFERENCES**

Must be able to provide references relevant to recent experience.

The Literacy Council of Frederick County is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

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| Last Updated By: | Laurie Fisher | Date/Time: | February 1, 2022 |
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