

Job Title	Development Coordinator
Employer/ Agency	Literacy Advance of Houston
Job Description	<p>The Development Coordinator is an exempt position which requires strong communication skills and ability to multi-task in a fast-paced environment, supporting many Development functions and team members. This is an exciting opportunity to work in a small development shop, learning best practices associated with fundraising and communications, and growing leadership skills as the agency expands.</p> <p>The Development Coordinator will compose and manage a variety of communications and writing materials, including: thank you letters, donor acknowledgment, and other stewardship pieces; electronic, web, and interactive media communications; collateral materials for donor solicitation and support; and other special projects as assigned. The Development Coordinator will also manage fundraising for Literacy Advance's Individual Giving program, as well as fundraising promotions with interested third parties from the community. This position will provide support for donor stewardship activities, and assistance with event planning, production, and logistics. This position reports to the Development Director.</p> <p>The Development Coordinator will have the following responsibilities:</p> <ul style="list-style-type: none"> • Work cooperatively and collaboratively with Literacy Advance staff, board and volunteers in the spirit of teamwork and mutual respect that complies with all Literacy Advance policies, • Write and update thank you letters, donor acknowledgment, and stewardship pieces, • Provide support with all donor stewardship as needed; including acknowledgements of pledges and gifts, • Manage agency Editorial Calendar, including strategies for content and targeting segmented audiences, • Create fresh and updated content for Development pages of the Literacy Advance website to encourage online donations and facilitate information distribution related to the agency's fundraising programs, • Write all development content for agency newsletters and quarterly touch points, • Provide content for social media and interactive marketing pieces as required; including management of agency Twitter feed, • Manage and update distribution lists for agency fundraising and marketing communications, • Provide additional writing, editing, and proofreading assistance as needed, • Assist with development and writing of collateral and promotional materials for Annual Fund as well as renewal/recapture of lapsed donors, • Manage Literacy Advance's Individual Giving program logistics through creative solicitations, tour and event coordination, processing, stewardship, and excellent management of volunteers involved,

	<ul style="list-style-type: none"> • Provide support for fundraising and stewardship events, including Reader Cup Celebrity Golf Tournament, Scrabble and the City, monthly Story Time tours, and an annual breakfast; assist with event planning, production, and logistics as assigned, • Manage special communications projects as necessary, • Develop and implement document retention and donor upgrade strategies utilizing agency database, • Participate as an active and visible member of the Literacy Advance community in events, presentations, speaker's bureau, etc., and • Other duties as assigned.
Qualifications	http://literacyadvance.org/About_Us/Jobs_Internships/Development_Coordinator/ A Bachelor's degree required with one to three years of development, communications, and/or nonprofit experience is preferred. Candidates must have a proven ability to handle multiple projects and deadlines with ease, as well as show that they possess organizational skills and a drive toward attention for detail and strategic thinking. They must also possess the ability to work independently within guidelines provided, while pro-actively communicating successes and challenges. Candidates must demonstrate excellent written, verbal, and interpersonal communication skills. Experience with project and event management, marketing and reporting metrics are also requirements. Fundraising database experience is preferred, as well as proficiency in Microsoft Office and Adobe. Candidates must be available for evening and weekend work, and have reliable transportation.
Salary/Hours	This is a full-time, exempt position based at our Wilcrest office location. This position is eligible for health and dental benefits, as well as a PTO accrual of 6 hours per pay period for a total of 144 hours annually. Occasional evening and weekend work may be required and reliable transportation is also necessary, with mileage and expenses reimbursed according to agency policy guidelines. Salary range is \$30K - \$36K, depending on experience and qualifications.
Address	2424 Wilcrest, Suite 120
City, State, Zip	Houston, TX 77042
Contact Person	ATTN: Human Resources
Fax Number	713.266.8889
Email Address	hr@literacyadvance.org
Application Method	<p>Send resume and cover letter describing your qualifications and salary requirements.</p> <p>No phone calls please.</p>

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.