



JOB POSTING: Director of Donor Relations and Communication

ORGANIZATION: Literacy Achieves, founded as Vickery Meadow Learning Center, is dedicated to improving English literacy levels among non-English speaking adults and their young children by providing programs in communication and life skills to promote self-sufficiency and the overall well-being of our students, their families and the greater community. Literacy Achieves serves approximately 1,200 adults and 330 children annually at its three Dallas locations. Approximately 350 volunteers teach adult classes, work in the computer lab, assist in the office and support the children's program. **For more information, please visit: www.LiteracyAchieves.org**

OVERVIEW: Reporting to and in partnership with the Senior Director of Philanthropy, the Director of Donor Relations and Communication will plan, coordinate and implement comprehensive strategies to cultivate strong donor relationships and increased public awareness of Literacy Achieves.

RESPONSIBILITIES:

- Develop and implement organization-wide communications plans that are aligned with development and program priorities, strengthen our brand identity, and engage donors in accomplishing their philanthropic goals
- Produce and distribute printed and digital materials that engage and educate targeted audiences and inspire corresponding action
- Manage direct-mail and online giving campaigns for individuals and event underwriting
- Ensure timely and accurate acknowledgement of donors through private and public recognition, including thank you letters, newsletters, and annual report
- Create solicitation and collateral materials, presentations, and visualization tools to support board and other staff members; ensure materials maintain or enhance organization's brand image
- Oversee website and social media content and routine maintenance
- Serve as point of contact for external media requests
- Utilize CRM system (DonorPerfect) to track, monitor and report on donor engagement and retention
- Support additional development and organizational efforts as needed

QUALIFICATIONS:

- Demonstrated commitment to mission and core values of changing lives through literacy; cultural competence and ability to thrive in diverse work environment
- Bachelor's Degree required
- At least 5 years of progressive experience nonprofit fundraising
- Outstanding writing skills and impeccable attention to detail
- Ability to be flexible and adaptable within a growing, fast-paced organization
- High standards of performance, quality, credibility and integrity
- Proficiency in all MS Office Applications
- Proficiency in fundraising CRM systems (DonorPerfect preferred)

To apply, please submit your resume and salary requirements to Dionne Kirby at Development@LiteracyAchieves.org