



Reading Power, Inc.

Director of Development

Job Description and Post

The Director of Development will spearhead fundraising for Reading Power, Inc., an established nonprofit literacy tutoring organization. The Director of Development is responsible for planning, organizing, and directing all fundraising functions including the annual appeal, donor stewardship, planned giving, special events, and a major gifts program. In this position, the Director will be tasked with raising \$1,500,000 this year and building the fundraising capacity annually to support aggressive strategic growth goals of the organization.

Reading Power Mission: Working in partnership with underserved schools, Reading Power provides one-to-one tutoring during the school day for children in prekindergarten through 2nd grade. Our mission is to accelerate children's literacy learning, and to develop in them a love of reading and writing. All children deserve to reach their intellectual potential!

Responsibilities

- Works with the CEO to determine the organization's mission, purpose, and priorities.
- Has 5+ years fundraising for mid-large size organizations; non-profit experience is a plus
- Has proven fundraising results: meeting and exceeding fundraising goals
- Sets annual monetary goals and budgets according to short- and long-term goals.
- Develops a balanced fundraising strategy including individual, corporate, and private foundations, and events.
- Establishes fundraising plan and objectives for the organization, setting one-year, five-year, and longer-term goals.
- Plans fundraising events that effectively communicate the purposes of the organization
- Identifies and engages potential financial donors, including corporations, foundations, and individuals.
- Develops a fundraising communication plan to meet revenue goals
- Oversees the fundraising process and maintains records of receipts and disbursements of funds.

Qualifications

- Superb written, verbal, and interpersonal skills.
- Strong computer skills: Efficient in Word, Excel, and databases
- Expertise in fundraising software and tools, such as Salesforce NPSP
- A college degree is required; a master's degree is a plus
- References required
- Writing samples will be requested, and a writing assignment will be given.

Salary Range: \$80,000- 90,000 with bonus potential based on performance goals.

This a fulltime exempt position in a flexible environment. It includes paid time off, 9 paid holidays a year, and health insurance offering. The office is located at 11 N. Skokie Highway, Lake Bluff, IL. This position will report to the Chief Executive Officer (CEO) and work closely with the Board, Communications and Marketing, and the Director of Programs.