



Position Announcement

Job Title: Development Director
Classification: Full-time position.
Reports to: Executive Director
Hiring Range: \$55,000 -\$60,000

Applications will be accepted until position is filled.

Mailing Address:
Chatham Literacy
P.O. Box 1696
Pittsboro, NC 27311

Physical Address:
Chatham Literacy
110 Village Lake Road, Ste 110
Siler City, NC 27344

The Opportunity:

Chatham Literacy was created in 1988 as a “friends helping neighbors” group and was reorganized in 2008 as a 501(c)(3) non-profit organization. Working in partnership with local businesses and other non-profits, the organization enlists and trains volunteer tutors and provides services to adults who live or work in Chatham County. With an annual operating budget of \$525,000, Chatham Literacy provides a critical service that helps adults develop the educational and literacy skills they need to reach their goals.

Chatham Literacy is seeking a Development Director to report to the Executive Director and work in partnership with her and members of the Board to secure philanthropic support.

The Organization

Chatham Literacy, formally known as the Chatham County Literacy Council, Inc., is a 501(c)(3) nonprofit based in Siler City and Pittsboro and serves adults who live or work in Chatham County, North Carolina. Founded in 1988 by community volunteers, it expanded its services and organized as a formal nonprofit in 2008.

Our mission is to help adults develop the literacy and educational skills they need to function successfully in society and achieve personal and professional goals. The organization is community based and driven largely by volunteers. We partner with local organizations to recruit and train volunteer tutors and to provide free, confidential adult education. With an annual operating budget of \$525,000, Chatham Literacy provides a critical service that helps adults develop the educational, literacy, and life skills they need to reach their goals.

Chatham Literacy transforms lives in the following three areas:

1) Traditional Literacy - we help adults improve their basic education such as reading, writing, and math; to prepare for the GED or high school diploma; to enroll in a vocational degree; or to ready themselves for training opportunities to advance their work.

2) Civics and Language Literacy - we teach English language learners how to speak, read, write, and understand English, and we prepare adults for the US citizenship exam.

3) Life Skills Literacy - we prepare adults for expectations and norms in today's workplace by offering digital literacy, financial literacy, and other literacy-related services tailored to meet an individual's needs. In Chatham County, 9.10% of the population over 25 years old do not have a high school degree and 11% of adults live below the poverty line.

Through personalized tutoring, Chatham Literacy helps adult learners build confidence and a sense of pride—empowering them to improve their own lives and contribute more fully to the community.

Chatham Literacy is looking for a Development Director who will partner with our Executive Director and Board members to build relationships, grow community support, and secure the funding that fuels our mission.

The Location

Founded in 1771, Chatham County, NC, is a rapidly growing, centrally located county covering 707 square miles with Pittsboro as the county seat. Chatham County blends a rich, rural agricultural history with modern development. Situated between the Triangle and Piedmont Triad, it is close to Research Triangle Park, universities, and major amenities.

Key Features and Highlights:

- **Geography:** Located in the Piedmont region, featuring rolling hills and the 7,156-acre B. Everett Jordan Lake, a major recreational spot.
- **Growth & Development:** Experiencing rapid expansion, with many residential developments approved for construction and a growing number of corporations relocating to Chatham County. It is transforming quickly from purely rural to a mix of suburban and rural.
- **Culture & Lifestyle:** Known for its artistic community, local farms, farmers' markets, and the upscale Farrington Village. Chatham County is recognized for its progressive and well-developed culture of philanthropy.
- **Education:** Highly regarded public school system with recent expansions in infrastructure to accommodate growth.
- **Economy:** Transitioning from traditional agriculture (poultry, cattle, crops) to include major manufacturing, industry, and corporate growth.

The Position

As a key member of a dedicated team of five full-time and three part-time program coordinators and operating staff, the Development Director is responsible for strategizing, developing, and implementing fundraising plans to support the work, growth, and sustainability of Chatham Literacy.

The Development Director will work in partnership with the Executive Director and members of the Board to build upon the current fundraising effort, which is rooted in a strong strategic plan. The annual revenue goal is \$525,000, which supports programs and partnerships that serve adults. Based on previous years, this revenue goal is expected to increase by 15% every year as we increase the number of programs and people served.

Qualifications/Experience:

- **Development experience:** At least three years of experience as a frontline fundraising professional with a nonprofit organization, focusing on fund development, including annual giving, grants, special events, online giving, and capital campaigns.
- **Knowledge of the nonprofit sector:** Understanding of development related regulations, best practices, and current trends.
- **Passion for literacy:** Deep commitment to the mission of promoting literacy and improving the goals of Chatham Literacy.
- **Experience building development plans** focused on corporate, foundation and individual donors with strategies around annual and multi-year gifts.
- **Proven ability to analyze, evaluate, and prepare reports** regarding development results, which track towards annual goals.

Summary of Key Responsibilities:

- Create and implement a comprehensive development plan.
- Priority in the first year to be given to the development of individual and corporate donation programs.
- Coordinate the research and application for grants with volunteers who have a history of grant writing for Chatham Literacy. Writing grant applications will also be expected.
- Identify other potential sources of support.
- Build strong relationships with the community to secure ongoing financial support.
- Maintain accurate information about donors within the organization's donor management system.
- Communicate development progress to the Executive Director and other constituents as directed, defining priorities and expected tasks.

Strategy and Plan:

- Work collaboratively with the Executive Director to create a multi-year multi-faceted development strategy.
- Create an annual tactical plan that forecasts specific financial revenue streams, including individuals, businesses, foundations, events, online, direct mail, etc. This includes defining priorities and expected tasks.

Development Operations:

- Manage all development activities, including major giving, planned giving, sustaining donors, special events, direct mail, and business/corporate partnerships. This includes conducting research, prospecting, and pursuing multiple donor sources.
- Cultivate relationships with donors and prospects, including individuals, foundations, government agencies, corporations, and donor-advised funds.
- Oversee donor recognition and stewardship initiatives to ensure donors feel valued and engaged.
- Directly solicit current, past and potential donors.
- Track progress, based on goals and strategies outlined in the development plan, through regular meetings with the Executive Director.
- Assist the Executive Director with solicitations, including donor history/portfolio information, strategic counsel, and donor communications.

Grants Administration:

- Research and identify grant opportunities from foundations, corporations, nonprofits, businesses, and government sources.
- Collaborate with the Executive Director to ensure all grant proposals, and required reports are prepared appropriately and are submitted on time.
- Track and manage deadlines, requirements, and outcomes.
- Manage the development, writing, and submission of grants with volunteers.
- Develop relationships with current and prospective funding sources.

Administration:

- Oversee the maintenance and expansion of the organization's donor database, DonorSnap, to capture information about donors.
- Analyze revenue sources to identify trends and develop strategies for meeting the organization's financial goals.
- Prepare status reports for the Executive Director.
- Provide staff support for the Development Committee and work with the Special Events Committee to maximize the impact of fundraising events.

Board Relations:

- Facilitate the participation of board members and other volunteers in development activities.
- As directed by the Executive Director, collaborate with Board committees associated with development to ensure alignment of efforts with Chatham Literacy development plans. Chatham Literacy standing committees are: Development, Governance, Program and Communications Management, Events, and Finance. Serve as staff to the Development Committee.
- Collaborate with Board members to identify and secure partnerships or sponsorships to increase revenue and/or reduce expenses.
- Build new reporting tools to capture fundraising updates about historical and current Development activities and outcomes for the Board, and present reports at Board meetings every other month, and at monthly Development Committee meetings.

Communications Related to Donor Cultivation Activities:

- In partnership with the Executive Director, serve as a public representative of the organization when building relationships with community donors.
- Collaborate with Executive Director and Communications Coordinator to develop communications related to fund development.
- Develop and distribute donor communications, including impact reports and thank you letters.
- Leverage partnerships and media relationships to expand Chatham Literacy's visibility in the community to promote increased revenue streams.

Finance:

- Annually or as required, develop a fiscally sound development budget proposal for review and approval by the Executive Director.
- Ensure development activities are within budget, and practice maximum resource utilization.
- Provide status reports to the Executive Director and the Board on fundraising results.

Candidate Competencies:

- **Strong interpersonal skills:** Ability to build rapport with diverse individuals and cultivate long-term donor relationships.
- **Excellent written and verbal communication:** Crafting compelling development materials, proposals, and presentations.
- **Highly organized** and detail-oriented with the ability to multi-task.
- **Computer proficiency**, including prior experience with using a donor database.
- **Available to work** some evenings and weekends.
- **A bachelor's degree** is required; a master's degree is a plus.
- Must possess a valid **state driver's license**.
- Dependable and demonstrated **ability to work with diverse groups** and in a team-oriented environment.
- **Special Note or Consideration:** Spanish fluency (written and verbal) is a plus.

Schedule and Location

The Development Director position is a full-time salaried, on-site position based in Siler City, NC. Chatham Literacy's operating hours are 9:00am – 5:00pm Monday-Friday, plus attendance at events, as necessary. It is understood that an important part of the Development Director's time will be spent out of the office meeting with prospects and donors and building relationships in the community. Some travel may be required; candidates must have a clean driving record and the ability to drive a personal vehicle for work-related activities.

Compensation

Chatham Literacy is dedicated to recruiting an outstanding team member for this position by offering compensation of \$55,000-\$60,000 along with a benefits package that includes a health care plan fully covered by Chatham Literacy, 10 paid holidays and up to 20 days of paid time off accrued by longevity.

Equal Opportunity Employer Statement

Chatham Literacy is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, race, national origin, religion, sex, sexual orientation, status as a protected veteran, or any other identities protected by law.

To Apply: Please submit a cover letter and resume by email to: admin@chathamliteracy.org

The above statements describe the general nature of the work to be performed by someone assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.