



Position Description

Communications and Development Associate

About Literature for All of Us

Literature for All of Us (LFAOU), uses books and writing to facilitate circles of connection, healing and growth in the face of social inequity. By inviting participants to explore the transformative power of their own voices, we help build resilience. Since 1997, Literature for All of Us has grown from serving 15 low-income teenage moms to serving nearly 700 participants this year and over 9,000 participants to date. LFAOU's trauma informed program model uses techniques and standards commonly seen in traditional talk therapy settings to reframe participants' experiences in ways that disrupt old and harmful narratives. As a result, book group participants develop a greater sense of power and agency in sharing and exploring their experience.

Position Summary

Under the supervision of the Director of Development, (DoD), the Communications & Development Associate manages and coordinates activities supporting the organization's fundraising, public relations, marketing, major events, and communications activities. This position is responsible for the timely execution of all printed materials and social media development - including website update and expansion, and for providing staffing support to fundraising committees as agreed with the Director of Development. The position will be responsible for ensuring that consistent, compelling messages about the organization are disseminated through all relevant channels.

Major Areas of Responsibility:

1. Update and maintain website and Facebook page, and develop other social media outlets as agreed.
2. Generate LFAOU's own dissemination channels including e-newsletter and press releases, manage communications using mass email platforms.
3. Staff the Communications Committee of the Board and provide follow up to the committee's recommendations, and in coordination with DoD, staff the Development Committee and relevant Subcommittees.
4. In conjunction with the Director of Development create and manage written communications to donor and prospect donors such as annual appeal letters, lapsed donor letters.
5. Create Annual Report content, oversee graphic design, web placement, etc.
6. Manage the Salesforce Database – data entry; data clean up; pull queries/reports on donors, donations, events; create and update forms that are web pages; reconcile data entry with Finance Director once a month; take email registration for events; prepare weekly donation reports for ED and SMT.

7. Maintain grant/foundation data and grant application schedule/calendar – including proactive warnings on action needed.
8. Research foundations and corporations to identify prospective grant sources. Assist with preparing and writing grant applications and maintain grant application information on Salesforce.
9. Help develop fundraising campaigns, manages crowdfunding and other online fundraising opportunities.
10. Prepare acknowledgement letters for individual donations.
11. Assist with mail lists and mailing efforts for fundraising and events.
12. Fulfill tasks in conjunction with the Director of Finance and Administration: open and distribute mail, prepare check deposits, enter manual credit card donations into QuickBooks, reconcile Salesforce and QuickBooks monthly.
13. Under the direction of the DoD, be staff liaison for the Spring luncheon, Junior Board events and other selected events or special projects.
14. Supervise work study student.

Education, Experience and Qualifications

Bachelor's Degree in Business Administration, Marketing, Public Relations or a related field. At least three (3) years of experience in non-profit development or marketing/public relations. Experience with donor management software and email platforms helpful but not required.

- Excellent written and verbal communication skills.
- Comfortable interacting with donors, staff, providers, sponsors, etc.
- Extensive knowledge of Microsoft Office, data base skills a plus.
- Experience planning and coordinating special fundraising events.
- Able to work in a fast-paced, rapidly growing organization.
- Strong collaborator who can both lead and operate well in a team setting.
- Some evening and weekend work during special events.

Office environment: Literature for All of Us is looking for a flexible person with a sense of humor who can work as part of a high-functioning, mutually supportive team. We are a small organization (9 staff members) who work closely together and share a sense of meaningful work.

Mission orientation: LFAOU hopes to attract professionals who share a passion for LFAOU's mission to impact lives through the power of reading, a professional who is committed to social concerns and love of the written word.

Flexibility: Ability to network skillfully and work collaboratively with peers and volunteers.

Benefits

- Salary commensurate with experience
- Medical, dental and vision coverage
- Other benefits including 403(b) retirement plan

LFAOU is an Equal Opportunity Employer. LFAOU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, and veteran status.

To Apply: Please send a cover letter and resume to careers@literatureforallfus.org with the subject “**Communications and Development Associate**”. The cover letter must include a description of the applicant's qualifications and salary requirements.

Application Deadline: Open until filled

Employment Level: Full-time

Website: www.literatureforallfus.org

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