



Donor Relations Coordinator Job Description

Classification: Non-exempt, hourly, part-time (20 hours/week.)

Compensation: \$21 per hour

Benefits: Holiday and Paid Time Off

Reports to: Executive Director

Overview:

This position is responsible for implementing Loudoun Literacy Council's donor relations plan.

Duties and Responsibilities:

- Coordinates attendance at meetings of the Donor Relations Committee and related task forces
 - Attends committee and donor related meetings and takes minutes
 - Compiles materials for Donor Relations Committee meetings
 - Prepares packets of materials for gift solicitation and donor meetings
 - Assists with potential donor research
 - Coordinates to ensure that the development database is current and accurate
 - Tracks gifts, by donor and by total gifts, and ensures proper acknowledgement and record keeping
 - Coordinates internally and with outside firms assigned to prepare fundraising materials^[SEP]
 - Coordinates logistics for all donor relations events^[SEP]
 - Assists the Executive Director with grant solicitations and reporting^[SEP]
 - Carries out key tasks for special events under the direction of the Executive Director
- Other duties as assigned.

Qualifications:

- Commitment to Loudoun Literacy Council's mission and knowledge of the organization's mission, goals, and programs.
- Development experience with a non-profit organization is preferred.
- Ability to work as part of a team with staff and work effectively with Board members and other volunteers, donors, and consultants.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Knowledge of Blackbaud/eTapestry is a Plus.
- A demonstrated ability to handle fundraising projects, events, and track details.
- Multi-task oriented, flexible, and self-directed with attention to detail is very important.
- Highly organized with excellent writing and communication skills.
- Attention to confidentiality.

Loudoun Literacy Council: Loudoun Literacy Council is the longest running non-denominational provider of adult and family literacy services in Loudoun County. Our mission is to teach English communication skills and provide literacy resources to empower low-income adults and children to become self-sufficient and confident in their ability to achieve their personal and professional goals.

To Apply: Please send a letter of interest indicating relevant experience, resume, and at least two references to jobs@loudounliteracy.org. Please note: "Donor Relations Coordinator" in the subject header.

Loudoun Literacy Council is an Equal Opportunity Employer.
www.loudounliteracy.org