



# Resource Development Coordinator Position Description

**Status:** AmeriCorps VISTA (full-time)

**Location:** 1365 Gateway Drive, #519 Auburn, Alabama

## SUMMARY

The Lee County Literacy Coalition (LCLC) provides free one-to-one tutoring for adult learners in reading, math, writing and GED preparation as well as literacy workshops. With a continuation AmeriCorps grant award, LCLC will onboard six VISTA members and three Summer Associates to contribute to the goals of building organizational capacity. Project activities include increasing partnerships, seeking learning spaces to host workshops, engaging learners and volunteer recruitment. Other objectives include donor relations, marketing, and resource development.

VISTA members will aid in expanding outreach and engagement, increase program impact, and volunteer recruitment. Individuals should be a self-starter, who are compassionate, willing to encourage others, share positivity and make new, fulfilling connections.

## RESPONSIBILITIES

### Increase Donor and Gifts-in-Kind Opportunities.

- Collaborate with designed staff to develop and execute a plan to increase sustainable giving (individual donors, corporate sponsorships/partnerships, and endowments).
- Work with the executive director to create and produce event-related materials and promotion.
- Collaborate with Grant Writer to identify gift in kind opportunities based on organizational needs.
- Host/attend community events to increase program awareness to increase organizational awareness to potential donors and corporate sponsors.

### Improve Donor Appreciation.

- Updating donor profiles regularly from data into affiliate Donation Director, which also may include organizing and entering donations.
- Running regular reports and tracking the giving status of donors.
- Managing and writing donor thank-you acknowledgements in a timely and accurate manner.

### Participate in Team Building and Brainstorming Sessions with Sponsor Staff.

- Attend Weekly Meetings in person or virtually.
- Establish a Work Plan and submit reports with activity updates to project director monthly to include events and outreach demographics.
- Visit established outreach sites bi-weekly or as determined.
- Collaborate with sponsor staff to create e-documents and maintain as appropriate.

## QUALIFICATIONS

Proficient in Microsoft Office Suites with some experience with social media platforms. Proven ability to work well with others, follow instructions, communicate clearly and use personal initiative. Must have good interpersonal skills with collaborative spirit. Must be working towards completing bachelor's degree or equivalent combination of education and experience will be accepted.

## WORK ENVIRONMENT

- Be a team-player and support co-workers.
- Business casual attire appropriate for office environment.

**EEO POLICY STATEMENT**

Lee County Literacy Coalition provides equal employment opportunity for all employees and applicants for employment and does not unlawfully discriminate on the basis of age, sex (including pregnancy, childbirth or related medical conditions), color, race, national origin, ancestry, religion, marital status, family care status, physical disability, mental disability, medical condition, veteran status, sexual orientation, gender identity, or any other basis protected by federal and state laws.