



## JOB OPENING AT 826MICHIGAN

**Posting date: June 26, 2014**  
**Position: Development Director**  
**Location: Detroit/Ann Arbor**  
**Full time, exempt**  
**Health and other benefits available**

### *About the Organization*

**826michigan is a nonprofit organization dedicated to supporting students in Ypsilanti, Detroit, and Ann Arbor, ages 6 to 18 years old with their creative and expository writing skills, and to helping teachers inspire their students to write. Our headquarters are in Ann Arbor, and we have plans to open a full-service site in Detroit in 2015.**

826michigan's work is based on the understanding that strong writing skills are fundamental to students' future success, and that great leaps in learning can be made through one-on-one attention. We offer students unique learning opportunities by providing a combination of drop-in tutoring, field trips, after-school workshops, in-school tutoring, help for English language learners, and assistance with student publications.

Through the efforts of over 500 active volunteers, 826michigan serves 2,700+ students annually. Since opening in 2006, it has delivered free youth writing and tutoring programs to over 11,000 students total.

826michigan is part of 826 National, an award-winning national network of youth writing centers, founded by author Dave Eggers (*A Heartbreaking Work of Staggering Genius*, *McSweeney's*). In addition to being a leading member of the 826 National network, 826michigan is also a vital part of the local community. The Ann Arbor Book Festival honored 826michigan as a "Leader in the Literary Arts" in 2012; Crain's Detroit Business named 826michigan one of its Best-Managed Nonprofits in 2013; and 826 National was named in GOOD Magazine's "30 Places We Want to Work".

826michigan programs are completely free and open to the public, in keeping with our conviction that educational enrichment opportunities are vital for all. 826michigan presently serves students in Ann Arbor, Ypsilanti, and most recently



the city of Detroit. For more information about our programs, please visit [www.826michigan.org](http://www.826michigan.org)

### *About the Position*

**We are seeking an experienced, dynamic, and highly organized Development Director who will successfully grow our fundraising initiatives in support of our five-year strategic vision for growth and expansion. This full-time position will report directly to the Executive Director and will require close collaboration with other marketing, program, retail, and volunteer management staff.**

Specifically, we are seeking someone to partner with the Executive Director on the following:

### **Primary Development Responsibilities (80%)**

- Develop an annual fundraising plan in support of the organization's five-year strategic vision for growth and expansion; including launch of 10<sup>th</sup> anniversary major gifts campaign.
- Establish appropriate fundraising goals, timetables, benchmarks, plans, and budgets; establish the organization's fundraising policies, as the first development director for 826michigan.
- Carry out prospect research on individuals, corporate sponsors, and foundations;
- Build and maintain strong, positive relationships with existing and prospective individual, corporate, and foundation donors;
- Cultivate, solicit, and steward new major donors, including board members and volunteers;
- Engage corporate sponsors, enhancing funding for existing programs and soliciting funding for new programs;
- Oversee high level grant applications for both private and public foundations;
- Prepare high quality grant proposals, project budgets, and year-end reports;
- Manage the donor database and the donor/grants calendars, and ensure that appropriate recognition and reporting occurs for all donations, grants, and contracts;
- Produce all necessary fundraising reports, including the annual report;
- Provide other services as reasonably requested by the Executive Director.

## Secondary Development Responsibilities (20%)

- *Events:* Work directly with the Events Coordinator to ensure fundraising objectives are met for all events, including parties, dinners, and other special events;
- *Programs:* Lead occasional workshops and/or participate in program activities as needed in order to effectively articulate 826michigan's vision and programs to donors;
- *Volunteer Management:* Engage and support the 826michigan Board of Directors, as well as new and existing high capacity volunteers, in their fundraising efforts;
- *Retail Operations:* Provide back-up support to 826michigan's Robot Store as needed, as part of an overall revenue strategy;
- *Administration:* Provide administrative support to the Executive Director for fundraising events, as appropriate and as needed.

## Qualifications:

- A flexible, creative, entrepreneurial spirit and a demonstrated passion for the mission, vision and values of 826michigan;
- Exceptional written and oral communication skills, with the ability to engage and inspire a wide range of donor audiences;
- At least five years of fundraising experience, with a successful track record of actively securing gifts from individual donors, corporate sponsors, and foundations;
- The ability to split time between 826michigan's offices in Ann Arbor and Detroit and, to some extent, to be available in other 826michigan service area locations, including Ypsilanti;
- Demonstrated experience working effectively with both high capacity volunteers and board members in a fundraising context;
- Demonstrated skill using Sales Force, or another similar customer relationship management software, to track, retrieve, and analyze donor information in support of strategic fundraising goal and objectives;
- Proven organizational and project management skills, including a strong ability to multi-task, with a focus on being proactive and results-oriented;
- A Bachelor's degree in a relevant field required; master's degree preferred; five years of appropriate work experience may also substitute.

## HOW TO APPLY

This position is open until filled. Please send the following materials to



[apply@826michigan.org](mailto:apply@826michigan.org):

- Resume
- Detailed cover letter answering the following questions:
  - What in particular about 826michigan interests you?
  - What special skills do you possess that would help you in this job?
  - Tell us one thing about you that we can't learn from your resume
- Two writing samples preferably including fundraising correspondence (e.g. a grant proposal, donor appeal, etc.)

*826michigan prohibits discrimination or harassment on the basis of race, color, national origin, religion, sex, gender identity, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran of any person employed by or seeking employment with 826michigan. 826michigan is an equal opportunity employer. It is also our policy, when an employee is eligible for benefits, to provide the opportunity to purchase benefits for spouses, children, and domestic partners.*