



book harvest

## Job Opening: Advancement Coordinator

[Book Harvest](http://www.bookharvestnc.org) is a nonprofit organization based in Durham, North Carolina, whose mission is to provide books to children who need them and engage families and communities to promote children's lifelong literacy and academic success. Since 2011, children have harvested more than 500,000 books from Book Harvest programs, building home libraries of books that they own. Learn more at [www.bookharvestnc.org](http://www.bookharvestnc.org).

### **Job Description**

The full-time Advancement Coordinator will be a vital member of the Book Harvest team and will report to the Executive Director. This person will play a critical role in supporting the growth of the organization's revenue and capacity during a time of program expansion. This is a tremendous opportunity to contribute to the vitality and impact of an innovative, well-respected, effective organization.

Working collaboratively with the Executive Director and Board, this person will help raise approximately \$750,000 in the first year (fiscal year 2017), with budget growth expected to \$1 million and greater in subsequent years. This person will also help develop and implement a long-term strategy for recruiting and retaining friends and supporters of Book Harvest, and will help ensure that development activities and events align with Book Harvest's vision, core values, and strategic plan.

### **Responsibilities**

The Advancement Coordinator will work primarily offsite. S/he will have responsibilities that include, but are not limited to, the following.

#### *Research and Cultivation of Prospective Donors Within Four Sectors*

Further the organization's strategy in identifying, researching, cultivating, and soliciting major individual donors, foundation donors, corporate donors, and government funders. Conduct research, using grant databases and other sources of information, to identify and compile information on potential donors in each sector. Prepare reports that include funding priorities and giving history to share with staff and board. Enter relevant information on funding prospects into Book Harvest's fundraising database. Conduct outreach and make inquiries to prospective funders. Prepare the Executive Director and Board members for donor meetings and solicitations.

#### *Current Donor Support*

Assist in preparing and submitting grant proposals and grant reports. Keep current funders updated on our programs and progress on a regular basis. Seek out opportunities to further donor relations. Coordinate with fellow staff to arrange tours and visits for current and prospective donors.

#### *Forecasting and Planning*

Support Executive Director in developing an annual work plan for revenue strategy and projections in each of these sectors: major individual donors, foundation donors, corporate donors, and government funders.

### *Planned Giving*

Work with the Executive Director and Board to develop and launch a planned giving strategy for Book Harvest. Integrate planned giving into website and other materials.

### *Events*

Support the planning, coordination, and implementation of development components of all events, including but not limited to annual Dream Big event on MLK Day and its related sponsorships, house parties, and planned giving appreciation events.

### *Annual Appeals and Individual Giving Opportunities*

Work with the Executive Director and Board members to devise a strategy for the annual spring appeal and end-of-year appeal. Develop and implement a strategy for recruiting and retaining sustaining donors. Create content around honorary and memorial giving options for donors.

### *Outreach and Materials*

Work with relevant staff and board to ensure that the materials needed for advancement activities are available and are up-to-date. Assist in the preparation of brochures, annual reports, and monthly e-newsletters.

### *Long-Term Planning*

If and when the Board determines the time is right, provide support to the feasibility planning, launch, and implementation phases of a capital campaign.

### *Board Support*

Provide staff support to the Development and Marketing Committee of the Board and other Board members involved in advancement activities as appropriate.

## **Qualifications**

The Advancement Coordinator must believe deeply in Book Harvest's cause and share our conviction that all children can learn. S/he will be expected to be knowledgeable about the larger field of childhood literacy and to embrace Book Harvest's vision and core values. This person will share with our other staff and our board the belief that all children can learn and that we can and should be very ambitious in working to close the income-based book gap in our community, starting at birth.

The successful candidate for this position is a highly motivated, superbly organized individual who communicates clearly, collaborates well, leads with professionalism, and is a team player. Attention to detail, ability to work independently, and meticulous tracking of information are essential. This person must be able to represent Book Harvest in a variety of settings and be an excellent communicator. An innovative approach to challenges, an enthusiasm for teamwork, patience, perseverance, and a mindset of gratitude, respect, and possibility are a must.

## **Requirements:**

Bachelor's Degree.

Exceptional writing skills.

Experience in grant writing preferred.

One to three years' advancement experience preferred.

Excellent research skills.

Excellent oral communications.

Effective electronic communication and database management skills.

Personal qualities of integrity, honesty, credibility, and dedication to the mission of Book Harvest.

A spirit of teamwork and collaboration.

Patience and perseverance.

Strong organizational and time management skills.

Proactive rather than reactive planning skills; an ability to meet deadlines with ease.

Attention to detail.

A personal expectation of high quality in all tasks performed.

Warm and engaging interpersonal skills.

A genuine interest in stretching and learning new skills; an openness to constructive criticism.

An ability to both further the big picture and keep track of details.

Book Harvest is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, gender, disability, national or ethnic origin, or sexual orientation. We offer a competitive salary commensurate with experience and an engaging, purposeful workplace culture. People of color are strongly encouraged to apply.

If you are interested in applying for the position of Advancement Coordinator, please submit **a resume, contact info for two professional references and one personal reference, a short (one page or less) writing sample, and a cover letter with a statement of interest** to Charlia Vance, Executive Assistant, at [charlia@bookharvestnc.org](mailto:charlia@bookharvestnc.org). Only complete applications will be considered. The priority deadline for receipt of applications has been extended to **Friday, October 21, 2016**.

A successful background check is required. Book Harvest will pursue both indicated and non-indicated references.

10/05/16