

Wisconsin Literacy, Inc. Seeks New Fund Development/Grants Manager

Wisconsin Literacy is a statewide non-profit coalition of 75 local literacy agencies whose mission is to change lives by strengthening literacy statewide. Our work covers a broad range of areas in adult education including capacity-building of our local member agencies, workforce development, government advocacy and health literacy. Wisconsin Literacy, including its Wisconsin Health Literacy division, is a growing organization that receives much of its funding through state, local and foundation grants. This 40 hour/week position will work closely with the Executive Director to help the organization grow its financial base with an emphasis on new corporate and individual support, while also maintaining its grant funding base. This includes writing, reporting, and overseeing financial grant requirements. The successful candidate will further the mission of the organization by researching and identifying grant funding opportunities, writing for and submitting grant applications, preparing funder reports for grants received, and building and maintaining funding support from foundations, corporations and government agencies. This position is also open to future growth in individual donor development.

Responsibilities:

- Develop and execute Wisconsin Literacy's grant and corporate support portion of the annual fundraising plan with participation & guidance from the Executive Director and the Board's Fund Development Committee
- Develop and implement fundraising strategies to attract new funders.
- Conduct donor prospect research and guide the Executive Director in efforts to secure financial support from foundations, corporations, and government agencies
- Initiate meetings with and help build ongoing relationships with prospective funders
- Initiate sponsorship solicitations for special events
- Develop and track proposals and report requests for all grant, foundation and corporate funds. Work with the Executive Director and Health Literacy Director in determining grant applications and initial project development
- Contribute to Social Media efforts as it relates to funding

Qualifications:

- BA is required
- 3- 5 years of experience in fund development, including grant writing and management
- Demonstrated excellence in oral and written communication skills
- Demonstrated excellence in organization skills, including the ability to multi-task and meet strict deadlines
- Experience in funder research to identify new foundations, corporations and government agencies that fit within our strategic goals
- Experience in submitting federal, state and local government grants
- Proficient in Microsoft Office Suite. Experience with fundraising databases a plus
- Proficient in social media such as Facebook, Twitter, Instagram and Linked-In

Send your resume, cover letter, three references and two writing samples to: Michele Erikson, Executive Director and email to info@wisconsinliteracy.org by September 15, 2017. Materials can be mailed to: Wisconsin Literacy, Inc. 211 S. Paterson St. Ste. 260, Madison WI 53703

Wisconsin Literacy, Inc. is an Equal Opportunity Employer.