

## **Literacy Council of Manatee County (dba Manatee Literacy Council)**

### **Position: Agency Coordinator**

- Part-time (25 hours per week)
- Reports to the Board of Directors
- Salary: \$20,000
- Health Insurance Coverage: Not provided
- Retirement Benefits: Not provided
- Equal Opportunity Employer

The Literacy Council of Manatee County (dba Manatee Literacy Council), a 501(c)(3) nonprofit, seeks a part-time Agency Coordinator to work hand-in-hand with the Board of Directors to manage all aspects of the organization: administration, finance, fundraising, communications, data management, and programs. This is an opportunity for an energetic person to shape a small-but-thriving organization. The hope is that the Agency Coordinator will grow with the organization, gradually assuming more responsibilities and transitioning to the role of Executive Director.

Manatee Literacy Council's Mission: To empower Manatee County residents to independence through literacy.

### **Responsibilities**

- Be in the office 25 hours per week, during operating hours, to greet people, answer phone calls and emails, and process adult learner and tutor applications.
- Work closely with the Board of Directors to manage day-to-day operations, take part in strategic planning, and meet annual revenue goals.
- Spearhead revenue-generating activities, including fundraising campaigns, events, and grant writing.
- Establish and maintain a constituent management system.
- Actively communicate with and energize donors, volunteers, adult learners, board members, event attendees, alumni, and partnering organizations via all applicable channels (e.g., mail, MailChimp mass e-mail platform, social media, phone, or in-person meetings).
- Ensure effective systems to track organizational data and regularly evaluate and measure successes that can be effectively communicated to the board, funders, and other constituents.
- Build partnerships and establish relationships with individual and corporate supporters, foundations, and community leaders.
- Deepen and refine all aspects of communications, from print to web to social media, with the goal of creating stronger bonds and partnerships.
- Use external presence and networking to raise awareness of the need for adult literacy services in Manatee County.
- Work with the Tutor Liaison and/or Program Coordinator as needed to ensure smooth operations of core programs and activities.

## **Qualifications**

The Agency Coordinator must be thoroughly committed to MLC's mission and be willing to work hard to grow the organization in terms of revenue and reach.

### **Required:**

- Bachelor's degree in education, communications, marketing, or related field.
- Strong marketing, public relations, and fundraising skills with the ability to engage a wide range of stakeholders and cultures.
- Excellent written and verbal communication skills.
- Persuasive and passionate communication style with excellent interpersonal and multi-disciplinary project skills.
- Ability to work effectively with diverse groups of people, including the Board of Directors, volunteers, adult learners, and donors.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed with a belief in the importance of our work.
- Technologically savvy and proficient in Microsoft Office and social media platforms.

### **Nice to Have:**

- Experience as an adult educator.
- Bilingual English/Spanish or other languages.
- Nonprofit fundraising experience, including donor management and grant writing experience.
- Desktop publishing, mass e-mail software, and website management skills.

Please submit resume or CV with cover letter and three references (no more than one personal reference) to [admin@manatee-literacy.org](mailto:admin@manatee-literacy.org) by July 13, 2018.