



Contact: press@speculativeliterature.org

Press Release #106
FOR IMMEDIATE RELEASE
Development Position

November 2022 – The SLF is looking to hire a new Director of Development. The Director of Development develops, implements, and monitors a comprehensive fundraising plan to expand philanthropic support of the organization – including identifying and strengthening relationships with community stakeholders, actively pursuing and managing corporate and individual leads, fostering strong donor and sponsor stewardship, and seeking, applying for and managing grant funding.

Duties and Responsibilities

- Design and implement a comprehensive Development Funding Plan annually which includes but is not limited to grant writing and management, and corporate major giving.
- Act as primary point of contact for funding, donations, and fundraising event inquiries.
- Collect, organize, and maintain a complete and accurate database record of donors and funding received. Communicate reporting requirements to Finance.
- Establish tracking tools for demographics served and monitor monthly.
- Oversee consistency of messaging in all organization materials. Communicate recognition requirements to Marketing. Ensure SLF messaging and donor recognition is updated and accurate in all marketing and outreach materials.
- Other duties as assigned.

Required Qualifications

- Related college or 2-4 years related experience
- Excellent personal, verbal, and written communication skills
- Solid organizational, time management and project management skills
- Initiative and collaborative skills indicated

Preferred Qualifications

- Masters level education

- Knowledge and use of Google (Drive, Gmail, Docs and Spreadsheets) or Microsoft Office (Word and Excel)

Working Conditions

This is a contract position which will be performed from home. The schedule is flexible, with periodic meetings (~weekly) with other staff members which can be attended remotely. The hours required will vary depending on the grant cycle but are expected to average ~5 hours a week, with some weeks being 0, and others being 10.

Job Type: Part-time, Contract basis

Launched in January 2004 to promote literary quality in speculative fiction, the Speculative Literature Foundation addresses historical inequities in access to literary opportunities for marginalized writers. Our staff and board are committed to representing racial, gender, and class diversity at all levels of our organization. This commitment is at the heart of what the Speculative Literature Foundation stands for: equal access to create and advance science fiction, fantasy, and horror literature. We strive to enable writers at any stage of their career and of any age, any ethnicity, any gender expression, from any location and of any economic or social status, who want to learn about, or create within, the speculative arts.

The SLF is a 501(c)3 non-profit, entirely supported by community donations. If you'd like to be involved with our efforts, please consider joining us as a member for \$2/month, at speculativeliterature.org/membership.

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