



## Development Director Job Posting

### Position Snapshot

**Title:** Development Director

**Type:** Full-time

**Pay Range:** Salaried based on \$35-40/hr, depending on experience

**Location:** Hybrid

**Hours:** Flexible

**Projected Start Date:** September 2024

Applications will be reviewed on an ongoing basis until the position is filled. Applications received before August 12th will receive priority.

**To apply, send a cover letter and resume via email to [careers@eslcenter.org](mailto:careers@eslcenter.org).**

**\*\*Applications received elsewhere will not be considered. See DEI note below.**

### Get to Know the ESLC

The English Skills Learning Center (ESLC) is a 501(c)3 charitable organization that has been serving Salt Lake County since 1988. Our mission is to integrate and strengthen communities by breaking language and cultural barriers.

All of our work centers on the concept of two-way mutual integration, which means that both New Americans and the established community are responsible throughout the integration process. Fluent English speakers can learn with us by attending workshops, becoming a volunteer, or participating in a book club. For English language learners, the ESLC specializes in teaching English language, literacy, and civics for adults with limited and interrupted formal education. We create a safe-space for everyone to learn and grow together in order to reach our vision of a community where all voices are celebrated.

### Get to Know the Team

The ESLC team is a group of high-quality humans working together to make our community better. We are constantly seeking professional development opportunities and sharing knowledge with others on the team and externally, when possible, to ensure that our practices are research-based and effective. We lean on each other when needed and celebrate both victories and failures as we go. We are truly a family – but a family that respects boundaries, honors work-life balance, and supports you and your mental health any way we can. We are an organization that realizes the lines between work and life are sometimes blurry, so it should be noted that children, dogs, and cats are often present during virtual meetings.

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[www.eslcenter.org](http://www.eslcenter.org)  
[@eslcenter.sl](https://www.instagram.com/eslcenter.sl)

## Get to Know the Position

The Development Director will play a critical role in securing funding for the organization through a variety of sources, including foundation grants, corporate sponsorships, and individual donations. This position offers an exciting opportunity for a results-driven professional who is passionate about fundraising and making a positive impact in the community.

Under the supervision of the Executive Director, the Development Director will implement the following key responsibilities:

- Strategy and Execution
  - Develop and implement a comprehensive fundraising strategy, emphasizing individual donations, corporate giving, and foundation grants
  - Create and implement annual fundraising plans
  - Foster a culture of philanthropy among the staff and board
  - Collaborate with program staff to align fundraising efforts with organizational priorities, initiatives, and the strategic plan
- Donor Relations and Stewardship
  - Build and maintain strong relationships with current and potential donors, including individuals, corporations, and foundations
  - Identify, cultivate, and solicit major donors and prospects to increase individual contributions
  - Ensure timely and personalized acknowledgment of all donations
  - Develop and oversee donor recognition programs and events
- Grant Writing and Management
  - Research, identify, and apply for relevant grants from foundations and other grant-making organizations
  - Prepare compelling grant proposals and reports, aligned with ESLC values and brand
  - Manage grant compliance and reporting requirements
- Corporate Sponsorship
  - Develop and maintain partnerships with local businesses and corporations to secure sponsorships, donations, and in-kind support
- Communications and Public Relations
  - Develop and implement communication strategies to promote the organization's mission and fundraising initiatives from a strengths-based perspective
  - Collaborate with the marketing and social media committee to create fundraising materials and social media content
- Data Management and Reporting
  - Maintain accurate donor records and fundraising databases
  - Prepare regular report on fundraising progress and outcomes for the Executive Director and Board of Directors

## Qualifications

- Minimum of 5 years of experience in development, fundraising, or a related field
- Proven record of securing individual donations, corporate giving, and foundation grants
- Experience working in the nonprofit sector

- Strong network and connections within the Utah community
- Ability to leverage local relationships to advance the ESLC's mission
- Exceptional interpersonal skills with the ability to interact effectively with individuals from diverse cultural and professional backgrounds
- Strong organizational and time-management skills, with the ability to handle multiple tasks and meet deadlines
- Proficiency in using technology and software (e.g., Docs, Sheets, Canva, Instrumentl, DonorBox )
- Ability to work with limited supervision and to collaborate with a team
- High level of integrity, professionalism, and confidentiality
- A desire to help people live with dignity and agency, regardless of their English language proficiency
- Deep passion for the mission and vision of the English Skills Learning Center

### **Please Note**

A background check will be performed on the chosen candidate. This organization uses E-Verify.

### **Compensation**

The position will be 1.0 FTE (40 hours/week), salary range based on \$35-40/hr, depending on education and experience.

Vacation and sick days along with access to health insurance are available for full-time employees. In addition to personal leave, the office is closed for nine (9) paid holidays and for the week between Christmas Eve and New Year's Day. Opportunities to participate in professional development are also available.

And last, but not least, a spot on a team of really amazing people!

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### **Diversity, Equity, and Inclusion (DEI) Efforts**

All names and gender markers are removed from applications before they are reviewed, which is why applications **MUST** be submitted by emailing [careers@eslcenter.org](mailto:careers@eslcenter.org).

We also recognize that potential applicants coming from historically marginalized groups tend to apply for jobs only if they meet 100% of the qualifications and experience listed. We encourage anyone who feels this job may be a good fit with their experience and interests to apply, regardless of being able to "check" every box listed above.