

Vermont Adult Learning is seeking a

Director of Development

Vermont Adult Learning, a nonprofit organization with a \$4.5+ million budget, provides adults 16 years and older with the necessary skills to successfully transition to employment and post-secondary education. At Vermont Adult Learning, individuals transform their lives through the integration of education, life and work skills.

We are seeking a fundraiser, grant writer and overall communications person. Responsibilities also include campaign planning, donor cultivation and solicitation with the Executive Director, collaboration on program development, coordination of mailings and events, public relations, website / social media work, strategic planning, needs assessments and participation on the Leadership Team.

Requires: 3+ years related experience, excellent writing skills, as well as strong communication, organizational and computer skills. Prefer: BA/BS in relevant field or equivalent experience. MA/MS a plus. Knowledge of the Vermont fundraising donor network is a plus. Full-time (40 hours) or, for the right person, this could be a 32-hour position, with competitive salary, excellent benefits. This position can be done remotely, although an office can be made available at any one of our seven (7) sites throughout Vermont. This position requires occasional travel to meet staff, students and donors across the state.

Send resume, cover letter and salary requirements to: rcampbell@vtadullearning.org