



Position Title: Development Director

Reports To: Executive Director

Organization:

Founded in 2012, AR Kids Read (AKR) is a nonprofit organization with a vision to see every child reading on grade level. With central offices located in North Little Rock, Arkansas, AKR serves elementary-aged students using a community-based tutoring models that combine literacy instruction with relationship building. For more information, please visit www.arkidsread.org.

Position Summary:

AR Kids Read mobilizes Arkansas communities to help students become strong readers and reach their full potential. As AR Kids Read grows its team, it is looking for an individual with demonstrated development experience who can share Arkansas kids' challenges and potential with the broader community, tell students' stories in ways that inspire donors, and help lead the organization's statewide expansion efforts.

This role calls for strong communication and relationship-building skills, a breadth of fundraising experience, and a willingness to think creatively about how AR Kids Read can serve more Arkansas communities.

Primary Responsibilities:

Fundraising Strategy and Campaigns

1. Develops and executes the annual fundraising plan, including campaign strategy, timelines, and revenue targets.
2. Leads planning, management, and execution of special events, including Spellebration, AKR's signature annual fundraiser, in partnership with the Executive Director and Board.
3. Identifies and pursues new funding opportunities, including in-kind gifts and sponsorships.

Donor Relations and Stewardship

4. Partners with the Executive Director, who is directly engaged in cultivating and soliciting AKR's most significant donor relationships, to identify, cultivate, and secure major gifts.
5. Cultivates and stewards relationships with individual donors, corporate partners, churches, and community supporters.
6. Develops and maintains donor segmentation, communication calendars, stewardship plans and pipeline tracking. Produces regular donor

communications, including newsletters, impact updates, and acknowledgment correspondence.

Grant Management

7. Manages the full grant cycle, including prospect research, proposal writing, expenditure management, and follow-up reporting and stewardship
8. Maintains a grant calendar and tracking system to ensure all deadlines, reporting requirements, and deliverables are met.

Marketing and Communications

9. Writes primary development copy, including donor appeals, e-newsletters, campaign materials, website content, donor acknowledgment and stewardship letters, and the annual report.
10. Partners with the ODM on social media content planning and design for print and digital materials, ensuring donor-facing communications stay consistent with AKR's brand voice.
11. Travels within Arkansas and represents AKR at community events, site visits, and funder meetings.

Data and Reporting

12. Monitors the development plan and tracks performance against goals and adjusts strategies as needed. Provides regular reports to the Executive Director.
13. Maintains accurate donor records and ensure data integrity in the organization's database systems.

Other

14. Supports the Executive Director and Board in achieving organizational and fundraising goals, participating in Board and other meetings as needed
15. Other duties as assigned

Qualifications:

Education: Bachelor's degree required, with a preference for degrees in Communications, Marketing, Nonprofit Management or a related field.

Experience:

Minimum of five years of experience in nonprofit fundraising, or a closely related field.

Demonstrated success in donor cultivation, campaign management, and proven experience leading the planning, logistics, and execution of large-scale fundraising events. Experience managing a grant cycle from research through reporting is required. Previous experience in a leadership or senior individual contributor role preferred.

Willing to serve as an AKR reading tutor for one paid hour per week during their first school year, learning AKR's programs and students from the ground up (prior tutoring experience with AKR is a plus).

Competencies, Knowledge, Skills, and Abilities

- Sincere personal dedication to the mission, vision, and values of AR Kids Read.
- High standards of personal integrity, professionalism, and discretion with confidential information.
- Proven ability to build and maintain relationships with donors, funders, and community partners.
- Strong writing skills with the ability to craft compelling donor appeals, grant narratives, reports, and marketing copy.
- Comfort with donor databases, tracking systems, and data-informed decision-making.
- Excellent organizational and project management skills, with the ability to manage multiple deadlines and priorities.
- Strong verbal communication skills, including comfort presenting to groups and representing the organization publicly.
- Collaborative working style with the ability to partner effectively with the Executive Director, staff, Board, and external stakeholders.
- Familiarity with the Arkansas philanthropic landscape, nonprofit funding environment, or early childhood/education sector is a plus.
- Proficiency with Microsoft Office, and experience with (or willingness to learn) Salesforce, Constant Contact, and Canva.
- Willingness and flexibility to travel within AKR's service area and to engage in evening and weekend events.

Compensation: This is a full-time, hybrid position based in the Little Rock/North Little Rock area. Candidates must reside in Arkansas, within approximately 30 minutes of downtown North Little Rock preferred. Salary range: \$70,000-\$80,000, commensurate with experience. Benefits include 10 days of paid time off, 16 additional holiday/winter break days, a 403(b) retirement match, and professional development support through an AFP membership.

TO APPLY:

Submit your resumé, cover letter, and three references to the Executive Director at kfrench@arkidsread.org. In the subject line, reference Development Director.