



Seedlings Braille Books for Children, a Livonia nonprofit organization serving children with vision loss worldwide for over 30 years, seeks a qualified part time (24 hours/week) Community Outreach Manager to lead our public relations and fundraising efforts.

- Are you a compassionate person who wants to help others?
- Would you enjoy giving children with vision loss the chance to read?
- Would you like to work with a small, dedicated staff and hundreds of wonderful volunteers and donors?
- Do you enjoy speaking to others and inspiring them to help?
Then Seedlings Braille Books for Children is the place for you! It's more than just a job!

Responsibilities would include (but are not limited) to:

- Manage Seedlings' community outreach and all agency social media
- Write and disseminate press releases, news stories, and newsletters
- Help develop organizational publications
- Research and write grant proposals
- Manage fundraising events, and appeals
- Speak to civic groups, clubs, schools and conduct tours
- Attend occasional conferences and conventions for Seedlings
- Complete administrative duties and other tasks as assigned

Required Qualifications:

- Bachelor's degree or 4 years of equivalent education in Marketing, Public Relations, Communications, Nonprofit Management or related
- Minimum 3 years of experience in nonprofit, marketing and/or communications
- Demonstrated fundraising, PR, special events, and grant writing experience
- Experience in public speaking and writing for publications (Please note: candidates that are invited to interview will be asked to provide samples of PR pieces they have authored and/or designed)

Key Attributes we are seeking:

- Ability to work independently and also in a team environment
- Excellent computer skills, particularly MS Office; Constant Contact a plus
- Excellent organizational and interpersonal skills
- Excellent attendance and punctuality are essential for this position (some hours potentially remote, plus occasional evening meetings with civic groups, conferences)
- Comfortable using a camera and video equipment to document and create communications materials

Seedlings' Mission: Seedlings Braille Books for Children is a non-profit, 501(c)3 tax-exempt organization dedicated to increasing the opportunity for literacy by providing high-quality, low-cost children's literature in Braille. For more information on Seedlings, see: www.seedlings.org

If interested, please send cover letter (including salary requirements) and resume to: seedlingsbraille@gmail.com