



## Reach Out and Read, Inc. National Office Grant Writer

### About Reach Out and Read

Reach Out and Read is a leading national early childhood literacy program that prepares children to succeed in school and in life.

Doctors, nurse practitioners, and other medical professionals incorporate Reach Out and Read's evidence-based model into regular pediatric checkups, advising parents about the importance of reading aloud and giving developmentally appropriate books to children. The program begins at birth and continues through age 5, with a special emphasis on children growing up in low-income communities. Reach Out and Read families read together more often, and their children enter kindergarten with larger vocabularies, stronger language skills, and a greater affinity towards books and reading.

### The Impact

- Reach Out and Read program sites are located in more than 5,500 hospitals and health centers in all 50 states, Washington, D. C., Puerto Rico and the U.S. Virgin Islands.
- Reach Out and Read serves more than 4.5 million children and their families annually.
- More than 6.5 million new, developmentally appropriate books are given to children annually.
- More than 21,000 medical providers currently participate in Reach Out and Read
- Fifteen independent studies demonstrate that Reach Out and Read parents are four times more likely to read regularly to their children and, as a result, children's language development is enhanced.

To learn more about Reach Out and Read, visit [www.reachoutandread.org](http://www.reachoutandread.org)

### Position Summary:

Reporting to the National Director of Corporate and Foundation Relations, the Grant Writer is responsible for raising approximately \$500,000 annually from foundations and corporations in support of a national, evidence-based early literacy program, with a focus on the Connecticut/Massachusetts region. The Grant Writer persuasively communicates the organization's mission and shares program information with potential funders, working closely with all departments and organizational leadership to ensure that funding aligns with key priorities.

The Grant Writer manages a portfolio of foundation and corporate donors, developing strategies for retaining and growing current grants, and securing new partnerships. This position writes grant

fundere to ensure they remain connected to the organization. In addition to management of current supporters, this role also includes prospect research on potential fundere in order to build the funding pipeline. The Grant Writer develops grant budgets and collaborates with the Finance Department to ensure that grant budgets and spending meet both funder and organizational requirements. Additionally, this position provides grant-related resources and support as needed for our program and fundraising staff across the country.

#### **Grant Writer Responsibilities:**

- Manage a portfolio of foundation and corporate donors, including development of individualized, strategic cultivation and solicitation plans, in order to increase revenue;
- Establish and maintain relationships with foundation and corporate contacts;
- Lead all stages of the grants process, from initial prospect research, to proposal and budget creation, to continued stewardship and grant reporting;
- Identify and research prospective grant opportunities through online databases, such as Foundation Directory Online; through annual reports and donor lists of other organizations; and through suggestions from the Reach Out and Read Board and staff members;
- Write compelling grant proposals, reports, and other documents which persuasively communicate the organization's mission and programs to fundere;
- Craft messaging around current and new program initiatives, such as our work to promote early literacy for infants in neonatal intensive care units;
- Work closely with all departments on project planning, grant deliverables, and project evaluation, including convening project teams and creating timelines for more complex grant-funded projects, as needed;
- Develop grant budgets which meet the organization's financial needs as well as funder requirements;
- Provide grant-related resources and guidance as needed for program and fundraising staff across the country;
- Collaborate with the Chief Development Officer to secure sponsorship for special events, such as Reach Out and Read's annual National Leadership Conference, as needed;
- Analyze data relative to institutional fundere and use the conclusions to recommend department goals and improve team outcomes; and
- Maintain records in Salesforce CRM.

#### **Requirements:**

- Bachelor's degree is mandatory
- 4+ years of experience writing grants and securing grant funding for nonprofits
- Strong writing, research, and editing skills;
- Extremely organized with superb attention to detail;
- Excellent oral and written communication skills;
- Ability to work efficiently in a fast-paced environment and meet deadlines;

- Commitment to Reach Out and Read's mission;
- Proven ability to work collaboratively across departments;
- Proficient with Microsoft Office.

**Preferred:**

- Nonprofit fundraising experience;
- Experience creating and/or managing budgets;
- Database experience in Salesforce CRM or a similar platform;
- Knowledge of early literacy, educational issues, and/or child development; and
- Understanding of challenges faced by low-income families.

**Other Considerations:**

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Candidates from diverse racial, ethnic, and cultural backgrounds are encouraged to apply.

This position requires sitting at a desk for long periods of time, as well as regular travel and in person meetings with current funder and new funder prospects.

***Reach Out and Read is an equal opportunity employer.***

**To Apply**

To apply for this position, please submit a cover letter outlining your qualifications for the position and salary requirements, resume, and two grant writing samples to [erin.henry@reachoutandread.org](mailto:erin.henry@reachoutandread.org)

Job Type: Full-time