



The Opportunity

The Development Associate is a new position that presents the right candidate with a unique opportunity to provide cross-functional support to a great team, with primary responsibility for development activities involving corporate/foundation and individual giving. This valued team member will help to amplify the visibility of Reach Out and Read in the region and support implementation of our five-year strategic plan.

Reporting to the Corporate and Foundation Relations Officer (and collaborating closely with the other members of the team), the Development Associate will play a critical role in supporting grant writing/management and other fundraising activities, communications, advocacy and data tracking.

Key Responsibilities

- **Foundations & Corporations**
 - o Identifies grant prospects and prepares detailed grant prospect sheets including the grantor's: focus area, timeline, award range, previous recipients, and restrictions
 - o Maintains a grant calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
 - o Maintains a grant portfolio of 30-50 prospects and acts as the point person for communications with these prospects
 - o Drafts grant proposals as assigned and assembles required documentation
 - o Schedules and attends meetings and calls with potential grantors
 - o Identifies opportunities for corporate support and event sponsorships
 - o Represents the organization in workplace giving campaigns, tabling opportunities, and promotional events

- **Individual Giving**
 - o Assists in identifying leads for cultivation, solicitation, or stewardship
 - o Provides support for fundraising campaigns including annual and year-end appeals
 - o Offers logistical support for fundraising events

- **Data Tracking**
 - o Extracts and synthesizes data from our internal organizational database (myROR) to support a broad range of fundraising efforts
 - o Helps to record and acknowledge gifts in Salesforce as needed
 - o Generates Salesforce reports and assists in evaluating annual fundraising performance data

- **Communications**
 - o Supports the creation and distribution of newsletters, direct mail appeals, and annual reports
 - o Develops sponsorship marketing materials
 - o Prepares donor correspondence, including thank you letters and cards, as needed
 - o Creates social media content as needed

Qualifications:

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below:

- Bachelor's degree or equivalent knowledge and experience
- 1-3 years of experience in nonprofit development, communications, marketing or related field
- Superior written and verbal communication skills
- Exceptional interpersonal skills
- Ability to exercise sound judgement in working with confidential and sensitive information
- Experience using Salesforce or another CRM, social media marketing tools, and graphic design programs desirable
- Self-motivated, independent worker who functions effectively in a "virtual" work environment, while being an enthusiastic, collaborative team member.
- Demonstrated ability to take both initiative and direction, maintaining a focus on mission and collective team impact.

Key Attributes

- Passionate about ensuring that all young children have the bright, healthy start in life that they deserve
- Eager to work in a fast paced, evolving organization
- Disciplined and takes responsibility for results, but works well in teams and is committed to shared success
- Comfortable managing across reporting lines up to ensure that deliverables are met
- Willing to learn new skills and adopt evolving best practices
- Persistent and able to think creatively to solve problems
- Capable of analyzing and synthesizing a high volume of complex information
- Deadline oriented but flexible in responding to changing priorities and competing needs

Compensation & Benefits

This is a 40 hour/week, exempt position, based in the Northeast catchment area with a salary range of \$57,000-\$60,000 and a robust benefits package. ROR offers medical and dental insurance, 401(k) retirement plan with match, paid vacation, and more.

To Apply:

Please submit a cover letter and resume to northeast@reachoutandread.org with the subject line "Reach Out and Read Northeast Development Associate Application".

About Reach Out and Read Northeast

Founded in 1989, Reach Out and Read (ROR) gives young children a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together. Reach Out and Read's tens of thousands of trained pediatric providers use books as a diagnostic tool during regular check-ups, and teach parents how to engage their child with a book to promote positive parent-child interactions during the rapid brain growth between birth and age five, particularly in economically disadvantaged families who are at risk for adverse outcomes. The daily practice of reading aloud with a parent supports children's literacy and math skill development, their social-emotional development, and prepares them for future success in school. Through its national network of providers, Reach Out and Read is helping to set 4.8 million children a year on a path to a bright future, from birth.

Reach Out and Read is the only national early literacy intervention delivered through pediatric care providers. The program has been the subject of 16 independent studies, the largest body of scientific research for any psychosocial intervention in pediatrics. Research shows that children served by Reach Out and Read are read to more often, enjoy sharing books more, and have better expressive and receptive language skills.

The Impact

- Nationally, Reach Out and Read program sites are located in more than 6,400 hospitals, health centers, clinics, and private practices in all 50 states, Washington, D. C., and the U.S. Virgin Islands. Annually, Reach Out and Read serves 4.8 million children and families distributing over 7.4 million new, developmentally appropriate books.
- In the Northeast region, Reach Out and Read is implemented in 557 clinical locations and serves almost 350,000 children and families annually, distributing more than 600,000 books.
- Our peer-reviewed body of evidence demonstrates that Reach Out and Read parents are two-and-a-half times more likely to read regularly to their children, and that children experiencing Reach Out and Read show enhanced language development.

To learn more about Reach Out and Read, visit www.reachoutandread.org.

-----**EQUAL OPPORTUNITY EMPLOYER**-----

Reach Out and Read is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, physical or mental disability or veteran status. Reach out and Read is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@reachoutandread.org and we will work to accommodate your needs.