



The Opportunity

Reporting to the Director of Development Operations, the Development and Administrative Assistant has a unique opportunity to support key operational and administrative staff and teams at the National Center.

You are an ideal candidate for the position if you thrive in a fast-paced environment, are eager to learn and then implement what is required to smooth operations of key administrative functions of a national organization. This opportunity is ideal for someone who is interested in learning from a number of staff at the National Center and is excited to help improve organizational procedures and day to day operations.

Key Responsibilities:

- **General Administrative Support (20%)**

- Schedule and manage meetings for the Chief Executive Officer.
- Manage documents to be signed or approved by CEO.
- Book travel for CEO and visitors to National Center.
- Set-up and prepare for organization-wide meetings, including booking meeting rooms, sending calendar invites, ordering food (if needed) and setting up the appropriate technology.
- Update and disseminate the Reach Out and Read Inc. contact list to staff monthly.
- Answer and triage/support as appropriate the main auto receptionist phone number for Reach Out and Read's National Office (remote accessible).
- Administer the Reach Out and Read National Office COVID-19 office protocols while these are necessary (administered virtually).
- Ensure that National Center is kept in working order, including:
 - Receive and immediately process incoming mail.
 - Order and stock supplies.
 - Place and resolve work orders with building as needed.
 - Keep office neat and tidy.
 - Answer door to receive visitors and distribute mail and packages.
 - Manage and troubleshoot with vendors, including copier, phones, shredding and more.

- **Gift Processing and Development Operations (40%)**

- Enter check, EFT and other gifts into Salesforce.
- Attach back-up that cannot be included in Salesforce fields.
- Together with Business Systems Manager, Salesforce:
 - Ensure fidelity and accuracy of data.
 - Send monthly "Devo-Finance Reconciliation" reports generated in Salesforce.
 - Assist Finance (national staff and eCratchit (finance outsourced partner) staff) in the reconciliation process and in their general use of Salesforce.
- Process donor acknowledgements, ensuring accurate, professional, and customized donor communications.
- Mail letters and packages as needed.
- Assist with donor cultivation by helping to process donor mailings, writing personal notes to donors, etc.
- Assist with donor communications by helping to set-up donor systems and messaging.

- **Finance Operations (40%)**

- Serve as first step in financial internal control process by opening checks received via mail and creating deposit slips for Finance Manager. Manage upload of all bank statements received by mail.
- Manage the National Center credit card(s) by:
 - Distributing card information to approved employees for use of credit card or processing transactions on their behalf.
 - Ensuring collection of necessary back-up, including invoices, approval and coding for month-end processing.
- Assist CEO in forwarding invoices for payment.
- Monitor FedEx, USPS, Staples and other accounts for activity.
- Manage the execution of contracts and notarizations as requested.
- Assist in Year-End Audit process by ensuring the collection of award documentation from Affiliates and/or Salesforce
- Assist in management of multi-State legal and tax documentation, including:
 - Updating and maintaining charitable registration repository
 - Performing various State tax rate searches to ensure Namely state tax inputs are up-to-date
- Ad hoc duties as assigned by Director of Finance.

Qualifications and Experience

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:

- One to two years' experience in an administrative role.
- Exceptional ability to self-motivate.
- Exceptional ability to anticipate and solve problems.
- Exceptional communication skills and ability to adapt to various audiences.
- Acute attention to detail.
- Demonstrated success in management of competing priorities and multitasking.
- Very strong email management skills.
- Willingness to work closely with a team and respond to team requests on an ongoing basis.
- Willingness to "jump in" and help.
- Extremely positive attitude, sense of humor, and ability to thrive in fast-paced environment.
- Microsoft Office Suite experience required with emphasis on Outlook.
- Salesforce experience preferred, but not required.

Position Specifications

This is a full-time, exempt position and is an in-office / remote hybrid position, with the portions of time spent in the office shifting to follow continuously evolving COVID safety protocols. Our office is in downtown Boston.

To Apply

Please send your cover letter and resume to jobs@reachoutandread.org. Applications will be reviewed on a rolling basis.

Compensation and Benefits

Salary will be competitive with similar roles at non-profit organizations of a comparable size, and you will also receive a robust benefits package. The salary range for this position is \$40,000-\$45,000 commensurate with experience. We offer medical and dental insurance, 401(k) retirement plan with match, paid vacation, professional development stipend, and more.

About Reach Out and Read

Founded in 1989, Reach Out and Read 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

- Reach Out and Read program sites are located in more than 6,400 hospitals and health centers in all 50 states, Washington, D. C., and the U.S. Virgin Islands.
- Reach Out and Read serves 4.8 million children and their families annually.
- More than 7.4 million new, developmentally appropriate books are given to children annually.
- More than 34,000 medical providers currently participate in Reach Out and Read
- 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.