



# Grant Writer & Communications Coordinator Position Description

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*Early literacy for lifelong achievement*

*Raising A Reader Massachusetts is seeking a talented professional to fill the position of Grant Writer & Communications Coordinator. Applicants must have excellent written communication skills, a keen attention to detail and a passion for Raising A Reader MA's mission. This is a full-time position based in Raising A Reader MA's Boston office with a start date of July 1 (date is negotiable).*

## **Organization Overview**

Raising A Reader MA is an evidence-based early literacy program that helps families of young children (birth through age 5) develop, practice and maintain habits of home book sharing. Our work, which both increases access to books and offers families tools and support for strengthening the culture of reading at home, is driven by 25 years of research that shows that the single most significant factor influencing a child's lifelong achievement is being read to by their parents and adult caregivers before starting kindergarten.

Raising A Reader MA, an affiliate of a national organization, was founded in 2006 by the GreenLight Fund. Raising A Reader MA became an independent 501(c)(3) nonprofit organization in 2009.

## **Position Overview**

The Grant Writer & Communications Coordinator composes, edits, and manages the production of a full range of material to effectively support the advancement goals of Raising A Reader MA and to convey the Institution's mission to diverse constituencies. S/he will be a member of the Development Team and will work at the direction of the Director of Development and Communication.

Raising A Reader MA is a young organization. The Grant Writer & Communications Coordinator will play an important role in implementing a sustainable funding model to support the organization over the next five years. As part of a dynamic and growing organization, this position will require high level and entrepreneurial communication and strategic planning skills, as well as the flexibility to take on various tasks that contribute toward smooth operations.

This position would be an ideal fit for someone with a passion for non-profit work and an interest in addressing inequalities while creating positive changes in literacy and achievement for children of low-income families.

## **Responsibilities Include:**

### **Development and Grant Writing**

- Draft, review and edit compelling grant proposals, funding requests and reports that articulate Raising A Reader MA's mission, programs and impact
- Research and recommend new foundations and corporate sponsorship opportunities
- Assist with reporting progress to the Board of Directors and Development Subcommittee
- Provide monthly reports to the Director of Development on prospects and activities
- Fully manage the Salesforce.com contact management system for the Development Team including
  - Ensure detailed proposal and grant management to do lists are maintained to support efficient and timely work completion using database software
  - Maintain up-to-date contact information and contact records
  - Document and process all gifts

- Draft and document personalized thank you notes for individual and institutional donors
- Oversee key components of events including registration, gift processing and event materials (invitations, program books, etc). Events include: Rodman Ride for Kids, Dinner with an Author, Corporate Breakfast, and Young Professional and Board events
- Stay well-informed of current program initiatives by observing Raising A Reader in action, attending regular program meetings, and remaining aware of current research in early literacy, parent engagement, and other relevant topics

### **Communications**

- Develop written materials (one-pagers, blog posts, etc.) to be used for organizational outreach including new program partner development, foundation grants and reports, and donor communication
- Manage RAR MA's social media presence (Facebook, Twitter, etc.)
- Prepare and distribute quarterly email newsletters
- Update and maintain Raising A Reader MA website
- Lead effort to develop and produce Annual Report
- Assist with editing departmental and organizational content as needed
- As relevant, assist with organizational strategic planning initiatives

### **Office Administration**

- Answer phone and greet visitors in a friendly and professional manner; ensure phone and door coverage is in place when out of the office
- Open and distribute mail; monitor and distribute correspondence delivered to info@raisingareaderma.org email account
- Listen to voice mails daily; respond to and/or distribute messages as relevant
- Order office supplies; maintain orderly and well-stocked supply room
- At the direction of the Director of Operations, assist with routine technology support needs including setting up new email accounts and trouble-shooting computer problems
- Maintain the successful functioning of the photocopier/printer (e.g. fill toner, place service calls)
- Attend all Board meetings for the purpose of taking minutes

### **Qualifications:**

- Passion for promoting early literacy initiatives and closing the achievement gap
- 1-2 years of relevant professional experience in communications and/or development, preferably in a nonprofit organization
- Excellent written and verbal communication skills (candidates selected to interview will be required to submit writing samples) – grant writing experience preferred
- Ability to think creatively and critically
- Demonstrated ability to work on multiple projects simultaneously while managing deadlines
- Experience with database management, preferably Salesforce
- Bachelor's degree required
- Experience developing and maintaining websites – WordPress preferred

### **Compensation:**

Salary commensurate with experience. Benefits available.

### **How to Apply:**

E-mail a resume and cover letter as Microsoft Word attachments or PDF attachments to [mike@raisingareaderma.org](mailto:mike@raisingareaderma.org) with the subject: RARMA Grant Writer & Communications Coordinator.