

Raising A Reader MA is an evidence-based early literacy organization dedicated to helping families of young children (newborn through age 6) develop, practice and maintain habits of reading together at home. 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 the single most significant factor influencing a child's academic achievement is being regularly read to by their parents and adult caregivers before starting kindergarten.

DEVELOPMENT MANAGER RAISING A READER MA

REPORTS TO: Director of Development

POSITION SUMMARY:

The Development Manager will take a lead role in identifying and securing funding from institutional donors (foundations and corporations), administer the Salesforce database, and assist the Director of Development with events and other activities as needed. S/he will be a member of the two-person Development Team, working at the direction of the Director of Development.

This position is ideal for someone who is ready to expand and deepen their fundraising skills, and provides a great opportunity to learn and grow with a dynamic organization. We are a small team, and collaboration and continuous learning are encouraged. In addition to competitive salary and benefits, the person in this position will gain exposure to a network of nonprofit professionals, and ongoing professional development.

ESSENTIAL JOB RESPONSIBILITIES:

Foundation and Corporate Grant Management: Responsible for conducting the full range of activities required to prospect, prepare, submit, and manage grant proposals and other funding requests

Donor Stewardship: Support all donor recognition activities and engagement of major donors

Gift Processing and Database Management: Fully manage the Salesforce contact management system for the Development Team, including creating accurate timelines, maintaining contact information, and documenting, recognizing, and processing all pledges and gifts.

Communications and Marketing: Support Director of Development in the creation and distribution of communications and marketing materials such as the monthly newsletter, collateral for partnerships and stewardship, annual report, social media, etc.

Event Support: Support all aspects of our signature fundraising events, including, Dinner with an Author, Leadership in Literacy Award Breakfast, and the Rodman Ride for Kids

QUALIFICATIONS AND TRAINING:

- Demonstrated commitment to improving the lives of children and families; deep appreciation and enthusiasm for the literacy mission of RAR-MA
- Proven record of accomplishment in fundraising, grant writing, research and solicitation of institutional foundations, and corporate grants and sponsorships
- Excellent ability to write and edit persuasive materials including grant proposals, informational brochures, and electronic communications
- Superior attention to detail, including strong editing skills
- Exceptional time management, project management and organizational skills
- Demonstrated ability to work autonomously and effectively without close supervision
- Willingness to function effectively as a member of a team, and to participate in activities that will contribute to the overall success of an entrepreneurial nonprofit program
- Strong understanding and practice of cultural humility and respect for others
- Proficiency in Microsoft Word, Power Point, and Excel
- Proficiency and/or comfort with cloud computing and contact management platforms such as Constant Contact, Salesforce
- Bachelor's degree from an accredited institution or equivalent professional experience

This position is full time, 40 hours per week. Salary range is \$45,000-\$50,000 annually, depending on experience. Full range of benefits are available.

To apply please send a resume, cover letter and 1-3 page writing sample to Cate Johnston, cate@raisingareaderma.org. Please include email subject, "Development Manager application".

Applications will be accepted until the position is filled.