



**Manager of Resource Development
Smart from the Start, Inc., Boston, MA.**

PROGRAM OVERVIEW:

Smart from the Start (Smart) is grassroots, family support, community engagement and school readiness initiative that has as its mission to prevent the academic achievement gap among young children living in underserved communities. Smart empowers families and communities with the tools, resources and support to break cycles of chronic school underachievement and generational poverty.

Smart has as its mission to:

- expand and strengthen early learning opportunities for children birth to five;
- promote parents' role as their children's first teacher;
- provide services and supports to underserved families;
- build neighborhood will, understanding and capacity to support school readiness.

Smart offers a comprehensive, coordinated set of services for families and children to support school readiness, including parent-child early education programs, parenting education and family support, adult education, crisis intervention, referrals to vital services, fun and educational programs for caregivers and children, together, in addition to programming geared toward nurturing a community-wide focus on school readiness.

Smart from the Start is seeking a Manager of Resource Development. This talented new team member will work with our Management Team, Board of Directors and staff to facilitate, drive and coordinate all facets of resource development to ensure the organization adequate resources to sustain and grow our important work.

Responsibilities will include:

Federal grant application and management, family and charitable foundation grants and gifts, individual and corporate giving, online fundraising campaigns, local, state and federal contracts, site visits, in-kind donations, manage the annual giving program; work with the Manager of Special Projects and Strategic Relationships to produce a slate of high quality events that contribute to the visibility and strength of the organization; expand long-term resource development strategies; and deepen relationships with existing donors and funding partners.

Minimum Qualifications:

Bachelor's degree; 5+ years working in a leadership position in non-profit resource development, deep understanding of community-based, non-profit work, superior written and verbal communication and interpersonal skills, outstanding time management and organizational skills and attention to detail; solid MS Office skills, database experience, familiarity with e-mail marketing, social media savvy; experience organizing major events and fundraising campaigns; excellent research, networking and prospecting skills; ability to develop strategies to expand funding networks; curious, ambitious, collaborative, takes initiative. Ability to creatively consider, anticipate and respond to challenges; a passion for working with/for a diverse population of children and families and commitment to a strengths-based approach to empowering underserved families and communities. Resumes, cover letters and salary requirements should be forwarded to Cherie Craft, M.Ed, CEO/Founding Executive Director, Smart from the Start, Inc.

Hours: .75 FTE/30 hour per week position. (Possibility to become full-time)

Compensation: Starting salary is commensurate with experience.

To apply for this position send your resume and cover letter to:

Cherie Craft, M.Ed., Founding Executive Director, at Cherie.craft@smartfromthestartboston.org
For more information about our program visit our website at: www.smartfromthestartboston.org