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**Reach Out and Read, Inc.
Job Announcement
Executive Director, Oregon Affiliate**

Reports to: National Center Chief of Strategic Initiatives
Supervises: Program staff (to be hired), consultants, temp staff as needed
FLSA Status: Exempt
Salary Range: \$85,000-\$100,000 + benefits
Deadline to apply: October 26, 2018

ABOUT REACH OUT AND READ, INC.

Reach Out and Read, Inc., is a national organization headquartered in Boston with a mission to give young children a foundation for success by incorporating books into pediatric care and encouraging families to read aloud together. ROR, Inc. is affiliated with organizations (known as Affiliates) supporting delivery of the Reach Out and Read program across 50 states. Doctors, nurse practitioners, and other medical professionals incorporate Reach Out and Read's evidence-based model into regular pediatric checkups, by advising parents about the importance of reading aloud and giving developmentally-appropriate books to children. The program begins in infancy and continues through age 5, with a special emphasis on children growing up in low-income communities. Families served by Reach Out and Read read together more often, and their children enter kindergarten with larger vocabularies, stronger language skills, and a three- to six-month developmental edge.

ROR Oregon was officially established in 2012 and operates as an Affiliate of the national organization. ROR Oregon currently reaches approximately 32% of children from birth through five years in Oregon at 121 program sites across the state. Over 1,190 volunteer medical providers and additional medical volunteers are involved, distributing 133,000 books to children and their families each year. A 0.1 FTE medical director (an Oregon pediatrician) supports provider recruitment, training, and site implementation efforts.

In Oregon, approximately 97% of children see a primary care provider at least once annually in the first five years, and most children attend more than 10 well-child checks before they start school. With early education and health care reform in Oregon creating coordinated statewide systems focused on prevention, healthy development, and school success, ROR Oregon offers an unparalleled opportunity to inform and influence parents and caregivers to improve children's language, social-emotional, and literacy development.

THE OPPORTUNITY

ROR, Inc. seeks an innovative and entrepreneurial Executive Director to grow ROR Oregon's depth and reach across both health and early education systems in Oregon. The Oregon affiliate is in a rebuilding phase, providing the next leader with the opportunity to hire program staff and build strategic resource partnerships.

In partnership with ROR national staff and ROR Oregon's part-time medical director, the Executive Director ensures that the ROR intervention is implemented to achieve optimal impact on the families and children ROR serves. The Executive Director is a valued strategic partner for ROR nationally, creates and demonstrates passion for ROR, enhances ROR's name recognition, expands ROR's presence within Oregon, effectively recruits and manages staff, and consistently demonstrates excellence in leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Networking, Fundraising, & Partnership Development (60%):

The Executive Director sets and achieves assertive partnership and fund development goals, using the following strategies:

- Developing a three-year strategic plan for ROR Oregon's program and funding growth.
- Developing a core base of health system, foundation, and corporate support of at least \$300,000 annually.
- Building relationships with health system and early education providers and funders and seeking and securing cross-system funding opportunities.
- Building successful relationships with private foundation and corporate funders.
- Tracking and participating in national research efforts and program evaluation.
- Exploring and implementing strategies to cultivate individual donors.
- Identifying opportunities for long-term sustainability and growth within Oregon.
- Together with Reach Out and Read national fundraising staff, developing annual goals and strategies to raise additional unrestricted private funds that support Reach Out and Read in Oregon.

State Advocacy (10%):

The Executive Director works to procure funding from the state through its bi-annual budget process, using the following strategies:

- Representing Reach Out and Read to elected officials and their staff, members of the Governor's Office and state agencies, and other stakeholders in demonstrating Reach Out and Read's effectiveness in early childhood development and school readiness.
- Staying informed of the legislative budgeting process and cultivating key partnerships with other aligned early childhood/early health legislative efforts to ensure Reach Out and Read's status within those efforts, further leveraging opportunities to reach young children and families.
- Assessing other opportunities within state government to ensure that Reach Out and Read is integrated into early childhood and/or pediatric primary care efforts.

Program Development and Management (20%):

The Executive Director recruits, hires, and supervises ROR Oregon program staff, who are responsible for ensuring that site providers and coordinators are engaged and trained and have the information and tools required for implementation of the ROR intervention with fidelity and impact on the children and families served. The Executive Director also participates in regular conference calls and meetings with Reach Out and Read colleagues nationally to stay informed and current with program quality and outreach efforts.

Operational & Fiscal Management (10%):

- Establishes and strategically engages a Regional Advisory Board, comprised of individuals committed to serving their community and providing actionable services to Reach Out and Read.

- Assumes fiscal responsibility for the management of donor funds and grants. Complies with grant deliverables and manages spending within budget parameters.
- Develops and administers Reach Out and Read Oregon's annual budget and manages and oversees implementation of the budget.
- Establishes budgets for grants, initiatives and departments that are prudent, realizable and in keeping with sound business practices.
- Works with the National Center Finance Team to provide required backup and input that will expedite the flow of financial transaction processing, controls, and reconciliations.

QUALIFICATIONS & EXPERIENCE

At least seven years of nonprofit/business management and fundraising experience. Background in or familiarity with early childhood development, healthcare systems, or pediatrics is preferred, as is experience working in or with community health centers and/or physicians. Ability to work from home office or other flexible work spaces.

Education:

Bachelor's Degree required; Master's Degree preferred

Knowledge & Skills:

The ideal candidate is a passionate, professional, results-oriented, entrepreneurial systems thinker, capable of building and growing resources for an organization with tremendous partnership and expansion potential. In addition, the successful candidate brings the following:

- Strong relationship- and partnership-building skills, with demonstrated success cultivating and sustaining partnerships and relationships among diverse organizations and groups
- Proven fundraising experience with demonstrated success at securing and growing funding resources for nonprofit organizations
- Strong leadership and management skills, and demonstrated experience in building and developing organizational capacity through partnerships, particularly in the early health/early education arena
- Strong interpersonal and public communications skills, including effective public speaking experience and excellent writing ability
- Experience with program evaluation and evidence-based and best-practice research
- Self-motivated and inspirational problem solver
- An enthusiastic and collaborative team member
- Excellent customer service skills and an ability to connect and engage with the pediatric medical community
- Understanding of public policy, legislative and public system-building efforts
- Knowledge of Salesforce or other CRM preferred
- Ability to travel in and around Oregon for meetings, site visits, etc.

TO APPLY

Submit resume and cover letter to jobs@reachoutandread.org by **October 26, 2018**.

For more information:

www.reachoutandread.org

EQUAL OPPORTUNITIES

We value diversity and are committed to equal opportunity in employment. All genders and members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply.