POSITION DESCRIPTION/DUTIES

TITLE: Director, Reach Out and Read of Illinois

REPORTS TO: Reach Out and Read Advisory Board Committee and Executive Director, Illinois Chapter of the American Academy of Pediatrics (ICAAP)

SUMMARY: The Director of Reach Out and Read of Illinois (RORIL) will provide primary leadership with a specific focus on increasing and stabilizing funding. This part-time consultant will work with the RORIL Committee and Executive Director to develop and execute a fundraising plan to increase funding for RORIL and Illinois sites. This includes overseeing fundraising and philanthropic aspects of the RORIL program, implementing long-term development strategies and working with the RORIL committees to set and reach goals. The consultant will help develop publicity for the program, including social media and newsletters. This position will provide general support for the committee including scheduling and attending meetings, writing minutes and general correspondence. This position will also provide general support to RORIL sites when able. Some travel within the state of Illinois is required, primarily within the Chicago metro area.

DUTIES, RESPONSIBILITIES, AND AUTHORITY: The Director is responsible for and has commensurate authority to accomplish the duties set forth below.

• Develop and execute annual appeal in fall and spring
• Execute at least one special fundraising event per year including securing of sponsorship and donors
• Cultivate corporate support through sponsorship of RORIL sites, event sponsorship, book drives, etc.
• Cultivate and build relationships with major gifts donors
• Identify and secure grant funding and oversee grant compliance
• Oversee the further development and maintenance of an donor database
• Work in partnership with ICAAP operations staff to provide financial oversight
• Work with ROR National to leverage their materials, strategies and partners for raising funds
• Oversee development of marketing materials to key constituent groups such as donors, volunteers, sites and funders
• Increase RORIL awareness and considerations among statewide giving agencies
• Oversee and further develop RORIL social media, including Facebook, and Twitter
• Maximize funding opportunities via MobileCause
• Maintain and further develop RORIL website
• Submit articles and information for ICAAP and other publications
• Provide general support for RORIL sites including managing site communication, ordering books etc.
• Schedule and attend RORIL committee meetings
• Regularly meet with supervisors to discuss progress

OTHER/CLERICAL DUTIES: In addition to the above, the Manager will:
• Develop and maintain RORIL donor database including edits and updates when necessary
• Prepare correspondence, minutes of committee meetings
• Maintain project files
• Provide general administrative support, including word processing, copying, mailing, faxing, filing and phone support for RORIL
• Perform other duties as needed to support RORIL

SCHEDULE: The position is consultant position budgeted at 20 hours per week.

MISCELLANEOUS: Travel may be required, particularly in the Chicago metro area to other areas of Illinois. The position is primarily donor funded. The position will terminate upon failure to secure continued or additional donor funding to support the position beyond the initial contract period. The position may grow over or may expand over time as funding becomes available.

QUALIFICATIONS: Bachelors degree plus a minimum of 7 years experience in non-profit fundraising, have led a major successful campaign, willing and able to ask for money, excellent interpersonal skills, successful grant writing, being self-directed is essential.

LOCATION: To be discussed; working off-site with periodic meetings may be an option.

ABOUT REACH OUT AND READ ILLINOIS: Reach out and Read of Illinois is an evidence based literacy promotion program utilizing pediatric visits as a venue to provide books to children and work with families to encourage reading. RORIL has more than 103 clinics in Illinois serving 118,836 children annually and distributing 142,000 books. RORIL works with pediatricians and family physicians to provide books at well-child visits from six months through age 5 and has been shown to increase language development and literacy skills of children living in poverty. RORIL is a project of Illinois Chapter of the American Academy of Pediatrics (ICAAP). ICAAP is an organization of approximately 2,200 pediatricians in Illinois. The mission of ICAAP is to promote the right of all children to live happy, safe, and healthy lives, to ensure children receive quality medical care from pediatricians, and to assess and to serve the needs of its membership.

SUBMIT RESUMES TO: Jobs@IllinoisAAP.com

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