



WE ARE HIRING!

Full-time Positions

Position: Development Director

Pay Classification: Full-time Exempt

Reports to: President & CEO

Purpose of Job: This full-time position leads Special Reach's development, fundraising, and external communications efforts and serves as a key part of the agency's leadership team. The position will develop, promote, and manage sound fundraising practices and plan that ensure appropriate funding to sustain day-to-day operations and future capital campaigns.

Essential Job Functions:

- Prepare, organize, direct, and coordinate grant research, writing, and reporting
- Author and execute Special Reach's Development Plan on an annual basis
- Responsible for cultivation, stewardship, and recognition of donors
- Identify potential contributors through examination of past records, individual, and corporate contracts, and knowledge of community
- Donor base management
- Plan and coordinate special events
- Organize campaigns to reach potential contributors through various digital channels
- Plan and coordinate appeals for restricted and unrestricted funds
- Other duties as assigned

Qualifications:

- Bachelor's Degree required
- Excellent communication skills-both written and spoken
- Organization and attention to detail is mandatory
- Competent in basic office computer software, donor management software, publication software, and social media applications
- Ability to treat people of all abilities with respect and integrity
- Experience in fundraising, development, and marketing
- CFRE certified preferred

Work Schedule:

- Must be willing to work flexible hours as needed with standard hours of 9-5pm, Monday-Friday.
- Ability to work occasional weeknights and weekends required

Salary Range: \$60,000-\$70,000

Physical Requirements: Must be able to perform all required job tasks in a climate-controlled office and outdoors exposed to changing weather conditions.

Send resume to: specialreachd@gmail.com - Attention Cici Osonma

Job Title: Program Specialist

Job Type: Full-time Nonexempt

Reports to Program Coordinator

Job Summary: Assists in the implementation and maintenance of programs. Schedule programs, staff, and volunteers. Provides assistance to clients. Maintains all applicable records and program materials. A successful candidate must be qualified for a successful background check.

Essential Duties and Responsibilities:

- Maintains databases, spreadsheets, and files utilizing various computer software programs.
- Provides support with the maintenance of project documentation and deliverables.
- Follow-up, document and expedite actions internally and with client and vendors when required.
- Assist with registration process for Special Reach programs, including participant and volunteer applications, screening, data entry in tracking spreadsheets, parent forms, etc.
- Attend programs (including resource fairs) for administrative and hands-on assistance including some night and weekend events.
- Prepares for all programs including, but not limited to, ordering supplies, errands, preparing participant and volunteer rosters, preparing supply bins, inventory of items from storage unit, etc., setting up/breaking down at event, assisting with volunteer assignments, and fundraising.
- Compliance of established Special Reach standards, processes/procedures and templates.
- Weekly status reports.
- Other duties as assigned

Competencies: Ethical Practice; Excellent organizational skills; Detail oriented; Excellent written, Power Point/Excel/Word/Publisher and verbal communication skills; Great computer skills; Great professional conduct.

Physical Requirements: Must be able to perform all required job tasks in a climate-controlled office and outdoors exposed to changing weather conditions; must be able to lift and move up to 40lbs.

Work Experience: minimum of 1 year; **Education:** College graduate preferred

Compensation: \$16/hour to \$17/hour; **Benefits:** Medical, retirement, PTO

Send resume and cover letter via email to Andrew Sandler at info@specialreach.org

Part-time Positions

Job Title: Program Instructor

Job Type: Part-time Nonexempt

Reports to Program Coordinator

Job Summary: Supervises and supports children with special needs at our programs. Applicants must be special education certified, speech and language pathologists, special education instructional assistant, LSSP, OT, CAS, BCBA, PT, and others with related experience and expertise.

Compensation: \$15/hour to \$17/hour

Please send resume and cover letter to info@specialreach.org