



**JOB POSTING**  
**Special Assistant to the Executive Director**  
**Smart from the Start**  
Washington, D.C.

**OVERVIEW**

Smart from the Start is a family support, community engagement and school readiness initiative. Now in its 13<sup>th</sup> year, is experiencing significant growth as it continues to make significant inroads in addressing the needs of the children and families we engage. The Smart from the Start program is seeking a thoughtful, dynamic and energetic Special Assistant to the Executive Director to take charge of all special projects, assist with strategic relationships and discover new opportunities that will enable Smart to grow to scale, and promote significant, sustainable change for the communities, families and young children served.

Smart has as its mission to:

- Expand and strengthen early learning opportunities for young children;
- Promote parents' role as their children's first teacher;
- Provide services and support to underserved families;
- Build neighborhood will, understanding and capacity to support school readiness.

Smart is offering a comprehensive, coordinated set of services for parents, caregivers and children to support school readiness, including home visiting, parenting education and support, adult education, information and referrals to vital services, fun and educational programs for parents and caregivers together, and activities to support a community-wide focus on school readiness.

**ESSENTIAL JOB RESPONSIBILITIES FOR THIS POSITION:**

The SA will support the Executive Director and staff team, by:

- Planning, and executing special events, fundraisers and PR ventures;
- Researching, and assist with nurturing and maintaining relationships with funders, supporters and partners;
- Assist with national expansion and new city pilot projects;
- Assist with developing and maintaining relationships with media outlets and public officials;
- Developing, creating and disseminating PR materials, videos, newsletters and annual reports;
- Researching and cultivating foundation, individual, government and in-kind funding opportunities for Smart from the Start;
- Assisting the Executive Director in developing strategies to raise the profile and funding potential for S2;
- Preparing and submitting reports as required by funders;
- Maintaining the website and social media accounts;
- Writing and distributing press releases;
- Other duties as deemed appropriate by Executive Director.

**PREFERRED QUALIFICATIONS/REQUIREMENTS**

Bachelor's Degree is required; Master's Degree is **strongly** preferred. The ideal candidates will demonstrate a strong commitment to raising the visibility and scope of the program, and will develop strategies to build on the resource development and expansion of the organization; S/he will work to create new relationships with those able to support the growth and promote the public image of Smart. Candidates who have extensive experience in development and fundraising in the non-profit community or a related field, as well as demonstrated success in securing funding for non-profit organizations are preferred. Driver's license strongly preferred.



Candidates who demonstrate a strong desire to create sustainable change for culturally diverse children and families from economically disadvantaged communities will be carefully considered.

Applicants should also have the ability to develop strong working relationships with others, and possess superb written and oral communication skills, and have the ability to work independently and as part of a diverse team.

This position will report to the Smart from the Start Executive Director.

**Hours:** Part-time to Full-time; flexible hours.

**Compensation:** Commensurate with experience.

## **APPLICATIONS**

Applications will not be read without:

- A cover letter describing your interest, qualifications and where you learned of the position; and
- A resume and salary history.

**Applications should be sent via e-mail only in Word or PDF format to Ms. Christian Craft at Christian@smartfromthestart.org.**

*For more information about our program visit our website at: [www.smartfromthestart.org](http://www.smartfromthestart.org).*

*Smart from the Start is an Equal Opportunity Employer*