

Strategic Initiatives Manager

LENA Research Foundation (LENA) was founded with the unwavering belief that all parents and caregivers can unlock children's social, emotional and cognitive potential. At LENA, we focus diligently on increasing interactive talk because it has been proven to be a key factor in early, and better brain development, resulting in stronger families, and children more prepared to succeed in school and life.

LENA is at an exciting trajectory. In 2017 our goals are to significantly grow our partnerships across the country and engage individuals and other funding partners to support initiatives central to that growth. LENA's suite of solutions, from our parent group model, to our professional support for early childhood educators, are taking hold and we are excited to support significant expansion over the next three years. Our goal is to be serving more than 10,000 families a year by 2020!

LENA is a non-traditional non-profit and the Strategic Initiatives Manager is a non-traditional development role. The goal is to cultivate new relationships, manage projects to deepen and broaden our impact while leveraging an entrepreneurial mindset, and ultimately ensure that LENA can serve more caregivers, parents and children. This role allows us to help both individuals and future partners realize the value of interactive talk for all children. This position offers an exciting opportunity to make a significant impact on how families interact and how children become school ready.

In this role you will:

- Be responsible for ensuring LENA's leadership is making new connections, building new relationships, leveraging existing relationships to broaden our network, and ultimately securing new funding to allow us to serve more families
- Evaluate, prepare materials and accurately summarize fund development opportunities
- Collaborate with LENA staff and current partners to develop and execute project plans including supporting new growth, and regional expansion
- Seamlessly integrate with the Marketing team to put together proposals and other documents needed to support the new relationship initiatives
- Work with other LENA teams to ensure presentations externally position us as a best-in-class organization
- Build systems to support LENA's new strategic development plan and track progress to ensure we meet our goals
- Help manage, plan, execute and ensure follow-up of special events including our biennial LENA Conference

You will be successful in this role if you:

- Thrive in a fast-paced environment and can juggle multiple priorities simultaneously
- Value the opportunity to make new connections, and provide interconnected support
- Exceptional skills in prioritizing and project management: systems thinker and executer!
- Understanding of and commitment to the mission of LENA Research Foundation
- Must be highly organized with superior attention to detail and accuracy
- Creative, innovative, and entrepreneurial mindset and leadership style
- Strong interpersonal skills including relationship and trust building, communication and listening, and personal engagement
- Outstanding communication skills, both written and oral
- High level of comfort with ambiguity and willingness to navigate new situations
- Bachelor's degree in an appropriate field plus 4 years of work experience, ideally in high-performing education organizations

We offer an excellent benefits package including medical, dental, vision, life/disability, HSA/FSA, 401(k), & Paid Time Off and a competitive salary. To apply, please submit cover letter with salary requirements and resume as a single pdf document to hr@lenafoundation.org. EOE/M/F/D/V