



Building brains through early talk

Philanthropy Project Lead

LENA is a national nonprofit changing early childhood. We integrate our “talk pedometer” technology into innovative programs to support parents, caregivers, and teachers and accelerate children’s language development, school readiness, and social-emotional health. We’re seeking a **Philanthropy Project Lead** as a new role to lead our philanthropy-driven projects, as well as cultivate and grow our programming in communities across the country. This position will manage the process of LENA program expansion from fundraising through implementation and reporting.

We are looking for a passionate, organized, and engaged communicator to work with our Principal, Philanthropic Partnerships, and Chief Growth Officer. This role is a combination of project planning, place-based fundraising (both directly for LENA as well as working collaboratively with our partners), and grants management (including writing grants, managing reporting, and gathering necessary information internally). We are excited to grow our team as we continue on an ambitious growth trajectory. In 2021, we are well positioned to serve more than 15,000 children and are on track to serve more than 100,000 children annually by 2025. Having recently secured \$12 million in philanthropic funding to support our scaling efforts over the next few years, we are well positioned to meet the moment.

Key responsibilities:

Project Curation and Planning:

- Identify communities eager or likely to launch or expand LENA programming if provided funding.
- Work with colleagues to network with potential programming partners and local stakeholders in identified communities to build rapport and excitement around LENA.
- Collaboratively develop a vision and case for support for LENA and its impact on early childhood in the community.
- Co-create success metrics and outcomes for the project that align with LENA’s, funders’, and partners’ goals.

Place-Based Fundraising:

- Prospect, cultivate, and secure funding opportunities in new and existing communities to further LENA’s reach nationally.
- Create and maintain a calendar of communications and touchpoints for donors and stakeholders.
- Write persuasive grant templates, monitor deadlines, ensure consistent communication, and manage grant reporting process.
- Collaborate with other internal teams to gather up-to-date metrics and ensure materials are updated.
- Work with current LENA partners to support their ability to secure funding as well as support LENA’s ability to deepen our reach within communities.

Grants and Project Management:

- Work with leaders across the organization to identify and assemble the team to support the execution of a grant.
- Create a project plan and timeline, ensuring all deliverables and reporting requirements are satisfied, updating at necessary intervals to ensure successful completion.

- Work with Chief Growth Officer and other leaders to ensure project challenges and opportunities are known and managed successfully.
- Create compelling written communication to keep funders and stakeholders informed and inspired about our work.

You will be successful in this role if you:

- Thrive in a fast-paced environment and can juggle multiple priorities simultaneously.
- Excel at prioritization and project management.
- Are highly organized with superior attention to detail and accuracy.
- Demonstrate sound judgment and exceptional interpersonal skills including relationship and trust building, communication, and listening.
- Are comfortable with ambiguity and willing to navigate new situations with confidence and agility.
- Understand and commit to LENA's mission and are passionate about fund development work to support an organization achieving long term sustainability.

LENA's team is passionate, fun, and supportive. To learn more visit www.lena.org/joinourteam. We offer an excellent benefits package. The minimum salary for this role is \$70,000, the range is broad and individual salary will be based on experience and expertise. To apply, please submit cover letter with salary/compensation requirements and resume as a single pdf document to hr@lena.org.

LENA is an equal opportunity employer. All employment is decided on the basis of qualifications, merit, and business need. We are committed to building a team that represents a variety of backgrounds, identities, perspectives, and skills. The more inclusive we are, the better our work will be. To learn more visit www.lena.org/joinourteam. EOE/M/F/D/V