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## Job Description

### **Vision To Learn is seeking candidates for the position of Development and Communications Specialist**

**Background:** Vision To Learn is a nonprofit 501(c)3 provider of free vision screenings, eye exams and glasses to K-12 students in underserved communities. The organization uses mobile “vision clinics” – an optometric exam room on wheels – to provide services on-site at schools and community organizations. Vision To Learn is funded in large part by private philanthropy – foundations, corporations, and individuals. We also receive some government-based funding through school districts, city, county, and state institutions.

Vision To Learn is the largest school-based vision care nonprofit in the country. VTL exists to address one basic premise – if you can’t see, you can’t learn. More than 2 million students go to school each day without the glasses they need to see the board, read a book, or participate in class.

Since 2012, Vision To Learn has connected more than 2.75 million kids to care, provided more than 600,000 eye exams and more than, 500,000 pairs of glasses to kids in need, nationwide. We operate programs in 14 states and Washington DC, and are rapidly expanding our work to support kids in communities across the United States. We hope you consider joining us!

### **The Role**

The Development and Communications Specialist (DCS) will be an experienced writer who is an organized and detail-orientated individual joining our team to assist in our development processes, including donor engagement and revenue management. This individual will write grants and reports, create newsletters and donor communications, and assist with the overall development strategy of the organization. The Development and Communications Specialist will be located in the Cleveland, Ohio region, and join the Cleveland development team for Vision To Learn. While the position is remote, the DCS will be expected to regularly arrange and attend in-person meetings, site visits and to help with events.

A successful candidate will possess strong interpersonal and written communication skills, will be team-oriented and passionate about the mission of the organization. The DCS will report to the Chief Growth Officer.

### **Specific Responsibilities**

#### **Development (65%)**

- Join the VTL Cleveland development team, attending in-person meetings and events
- Help maintain appropriate documentation around our revenues across databases, and between the Development and Accounting departments
- Develops, researches, and writes grant proposals, grant solicitations, letters of intent, reports, and all other written materials to secure funding for organizational, program and project support for grants
- Maintains and tracks all standard and required documentation for grant proposals and submissions, including but not limited to, submission schedules, reporting deadlines, and closing deadlines
- Identifies new and renewed grant opportunities, contacts potential funding sources to discuss eligibility requirements, criteria, interest, and potential funding opportunities, as well as follows-up on grant decisions
- Works collaboratively with the various local program staff, project managers, and the executive leadership team to collect accurate data and information on local and national programs for the grant cycle, as well as, necessary information to accomplish local and organizational development goals

## **Communications (35%)**

- Help create VTL newsletters and donor communications
- Communicates appropriate updates regarding grant status changes to VTL team members
- Acknowledges donor contributions through written letters and cards
- Maintains accurate, timely, and regular communications with funders, donors, and prospects in coordination with management

Other tasks and responsibilities may be assigned as required.

## **Qualifications**

- Bachelor's degree required
- At least two to five years of experience in grant writing
- Flexible, excellent writer and communicator who thrives in a fast-paced environment
- Ability to work independently and as part of a team, easily moving between multiple grant applications and grant reports
- Able to work quickly under deadline pressure and able to complete grants in reasonable timeframe
- Comfortable working in Microsoft environment, accessing and updating CRM-like reports on funders and our activity with each, and in drafting and uploading grant requests and reports
- Detail-oriented and well-organized, able to meet deadlines reliability and proactively
- Ability to accept feedback and directions from colleagues and management and learn quickly
- Willing and able to build relationships with other internal team members to work collaboratively on parts of grants that require specialized expertise (budgets, etc.) and knowledge (regional program operations)
- Understanding of Cleveland nonprofit and philanthropic landscape preferred
- Work 100% remotely, but with regular Cleveland area travel and occasional regional travel in Ohio.

***Qualified applicants please send cover letter and resume to [careers@visiontolearn.org](mailto:careers@visiontolearn.org), [muscaramuzzi@visiontolearn.org](mailto:muscaramuzzi@visiontolearn.org) and [psilberman@visiontolearn.org](mailto:psilberman@visiontolearn.org). Thank you.***

*Vision To Learn is committed to a diverse staff and to a culture that holds equity as a value and a priority. VTL welcomes applicants who bring a variety of perspectives, experiences, and competencies. People of color, women, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply. VTL is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation or gender identity, age, disability, veteran status, marital status, or any illegal or prohibited factor.*

*As a direct healthcare provider and to protect the health and well-being of our employees, VTL has implemented best practices for ensuring a clean and safe work environment. Employees will be asked to provide proof of COVID-19 vaccination and pass a Department of Justice background check/fingerprinting (LiveScan), child abuse history clearance, TB, and drug test.*

Position: Full-Time (40 hrs/week)

Pay: \$22 to \$28/hour