

### **ABOUT NEW SCHOOLS FOR BATON ROUGE**

Founded in 2012, New Schools for Baton Rouge (NSBR) is a community partnership bringing together talent and resources to deliver excellent schools to students and families in Baton Rouge. To ensure that there are high-quality educational opportunities available for every child in our city -- regardless of the zip code they live in -- NSBR has launched a bold capital campaign to raise \$50 million for the "Excellence Fund III," which NSBR will strategically leverage to create new, excellent seats for over 30,000 students by 2025.

### **THE NEW SCHOOLS FOR BATON ROUGE TEAM**

NSBR is an entrepreneurial organization of accomplished individuals who are both deeply rooted in their belief in educational equity and highly motivated to provide excellent schools for every child in Baton Rouge. NSBR provides critical thought leadership to the educational landscape, but it is best described as an "action-tank" -- dedicating its resources to the implementation of ideas that lead to demonstrable results in favor of students. Understanding that this work is urgent and complex, team members are quick to identify opportunities that will further NSBR's mission and exercise flexibility in reorienting their work. Team members think of themselves as jacks-of-all-trades and are eager to develop their expertise in topics that may be new to them but are mission-critical. Team members are valued not for what they already know but for their curiosity, innovation, drive, and what they can accomplish.

### **ROLE AND RESPONSIBILITIES**

NSBR is looking for a part-time Development Associate to support our fundraising activities. Reporting to the Manager of Technology and Development, the Development Associate will assist in writing grant applications and reports to donors, processing donor gifts, and monitoring and executing donor cultivation and stewardship strategies. The Development Associate will also assist with NSBR's "friendraising" activities, including creating and editing written content for various platforms, as well as running logistics for virtual and in-person events.

Duties Include:

- Writing and editing grant applications and reports
- Expanding local and national prospective donors via research
- Processing gifts and sending acknowledgement letters
- Maintaining database of donors, prospective donors, and gifts
- Creating and updating development-related materials
- Drafting emails, newsletters, and other communications
- Writing copy for various projects across NSBR brands
- Supporting in the creation of the NSBR Annual Report
- Running logistics related to NSBR team cultivation
- Supporting the Manager with additional special projects

### **QUALIFICATIONS**

- Ability to create compelling written communications at a fast pace
- Ability to pay attention to details while working on complex projects
- Track record of meeting or exceeding ambitious measurable goals
- Strong sense of personal responsibility; self-motivated and goal-driven
- Good research skills

Personal characteristics desired:

- Team player—excitement for working, growing, and having fun with a dynamic team.
- Detail oriented.
- Personable and optimistic.
- Ability to learn quickly, work effectively under pressure, and manage a heavy, diverse workload.

**WORK DEMANDS**

- Willingness to work some weekends and evenings.
- Ability to travel locally.

**COMPENSATION**

This is a part-time role (20 hours per week) with the potential to become a full-time role. NSBR offers compensation that is competitive and commensurate with experience and qualifications.

***Send resume, cover letter, and writing sample of any type to Clara Krueger at [clara@newschoolsbr.org](mailto:clara@newschoolsbr.org)***