

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 \$75 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

Reporting to the Systems Director, you will be responsible for supporting NSBR’s content, development, and fundraising activities. In this effort, you will assist in writing content for a variety of platforms and audiences, including op eds and grant applications and reports to donors.

- Writing and editing grant applications and reports
- Processing gifts and writing/sending acknowledgement letters
- Maintaining database of donors, prospective donors and gifts
- Creating and updating development 1-pagers and materials
- Support in the creation and execution of board engagement strategy, donor stewardship strategy, and donor cultivation strategy with an emphasis on diversity
- Drafting and editing emails, newsletters, and other communications on behalf of the CEO
- Generate, edit, and review written content org-wide to ensure adherence to organization standards and voice
- Ensure written content for all NSBR-managed websites and social media meets content standards
- Ensure website information is kept up to date
- Any additional duties as assigned

QUALIFICATIONS

- Editorial and copywriting experience
- Proficient in Google Suite
- Proficient in Microsoft Suite
- 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
- Strong research skills

PERSONAL CHARACTERISTICS DESIRED:

- Ability to learn quickly, work effectively under pressure, and manage a heavy, diverse workload
- Detail oriented
- Personable and optimistic
- Team player

EDUCATION

Bachelor's degree required.

Bachelor's degree in communications or a related field preferred.

WORK DEMANDS

- Willingness to work some weekends and evenings
- Some US travel required
- Ability to travel locally to various school sites and external partner organizations frequently during work hours

COMPENSATION

This is a full-time contract position offering compensation that is competitive and commensurate with experience and qualifications.

To apply, please send a resume, cover letter, and writing sample to clara@newschoolsbr.org, or [check us out on Indeed.](#)