

**NATIONAL SCHOOL CHOICE AWARENESS FOUNDATION, INC.
A FLORIDA NON-PROFIT CORPORATION**

Position Description

Writing and Research Coordinator

The writing and research coordinator is a full-time, fully remote, non-exempt hourly position at the nonprofit National School Choice Awareness Foundation, Inc. The writing and research coordinator collaborates directly with the organization's president and CEO, vice president of finance, manager of strategic growth, and senior advisor, and reports to the vice president of finance.

The incumbent can participate in the organization's telecommuting policy and the full suite of benefits in the Employee Policy Memorandum and Employee Handbook.

This position is open to applicants in Alabama, California, Colorado, Florida, Iowa, Massachusetts, Missouri, New Hampshire, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Texas, and Virginia.

Primary Responsibilities

Fundraising and Development Research and Writing—40 percent

- Conduct thorough prospective donor research and build databases of potential institutional and individual donors with the manager of strategic growth.
- Research and write grant proposals and fundraising letters, tailoring proposals to the interests of potential grantors with the organization's president, manager of strategic growth, and senior advisor.

Policy Research and Writing—30 percent

- Conceptualize, research, and write approximately 5–10 white papers or research analyses about the challenges and opportunities facing K–12 education for internal and external audiences.
- Research and write regular blog posts and columns for and with the organization's president.

Organizational Research and Writing—15 percent

- Research and write the organization's annual report, periodic reports to funders and stakeholders, and other organizational marketing materials.
- Write and disseminate the organization's monthly staff e-newsletter.

- Write and manage executive correspondence, including general greetings, congratulations, letters of introduction, etc.

Project Coordination—15 percent

- Assist in the management and coordination of projects with vendors, including graphic designers, copy editors, printers, and publishers.
- Track projects in Asana and other management programs for the organization’s president and strategic growth functions.
- Assist with general paperwork, digital filing, and organizing functions for the vice president of finance and the president.
- Coordinate other projects, as necessary.

The incumbent’s performance will be assessed annually via a performance evaluation, which will consider the employee’s success at achieving the goals set forth by the employee’s supervisor, the employee’s adherence to the organization’s policies, and the employee’s contributions to the organization’s exempt charitable activities.

Qualifications

- Strong understanding of K–12 school choice and education policy, including an awareness of the broader landscape of K–12 education reform organizations.
- Versatile and accurate writer with a commitment to high standards and the ability to develop clear, concise, and persuasive content for diverse audiences, including charitable foundations, donors, the organization’s staff and partners, and general constituencies.
- Expert user of Microsoft Word and Microsoft Excel, including experience using pivot tables, mail merge functions, and document formatting.
- Demonstrated fluency and proficiency in both English; fluency and proficiency in Spanish is a bonus.
- Highly organized, detail focused, and deadline oriented—with an independent ability to solve problems and move forward with projects without constant direction.
- Aptitude for thriving in a fast-paced, mission-driven organization.

Commitment to Equal Opportunity in Hiring

This organization’s policy is to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, nationality, sex, pregnancy, sexual orientation, age, ancestry, physical or mental disability, marital status, or any other classification protected by applicable local, state, or federal laws.

About NSCAF

The National School Choice Awareness Foundation, Inc., is a nonprofit charitable organization with the mission of improving K–12 education in the United States and supporting the academic success of all students by raising public awareness of the school options available to families, including public/district, charter, magnet, private, online, and home education.

To Apply

Submit a resume and two writing samples (in one PDF document) to Andrew Campanella by email at andrew@schoolchoiceawareness.org with the subject line “Writing and Research Coordinator.” Please indicate your preferred hourly rate of pay or a requested range in any note you include in your e-mail. A formal cover letter is not required. Please note that applicants who advance in the hiring process will be required to complete writing, editing, and Word/Excel assessments before their hiring, and the NSCAF’s staff is not permitted to discuss employment- or hiring-related matters via social media (direct messages, LinkedIn messages, etc.). All applicants must apply through the process described herein.