

# Development Associate

Full-Time, Based in New Orleans, LA

## ABOUT THE ROLE

The Development Associate is a key member of our development team. They will support our state-by-state expansion strategy, helping us drive from 3 states in 2020 to 6 in 2021 and 8 in 2022. The Associate will research and map organizational ecosystems and partners in prospective states. A natural relationship-builder with excellent communication skills, the Associate serves as a key point of contact for external partners. Working closely with the executive team, they will gain deep insight into the leadership, management, and strategy involved in running a fast-growing social venture. They will help to not only generate momentum for TrueSchool at a key moment in time, but also enhance the recognition of the amazing community of 2000+ educators we serve across the United States and their powerful work on behalf of students.

## WHAT YOU WILL GAIN

- Join a talented, mission-driven team focused on achieving results and effecting big, bold change in education
- Learn and grow within an organization dedicated to coaching, feedback, learning, and continuous improvement
- Engage in deep work with dynamic schools AND systems-level impact with district, state, and national partners
- Connect with a powerful network of education organizations, entrepreneurs, and partners
- Think strategically about organizational impact, sustainability and scale; be part of social entrepreneurship in action
- Work with some of the most creative, visionary, and ambitious educators in the country

## KEY AREAS OF RESPONSIBILITY

### **Manage Expansion**

- Research promising new states for expansion and organize initial outreach
- Support learning visits, launch, and entry in new states
- Map education ecosystems, research education policies, and identify community leaders within states
- Lead marketing and outreach to districts and schools to apply for our program
- Manage district and school recruitment, steadily increasing awareness of work and application numbers
- Ensure contact information, points of contact, notes, and next steps with all stakeholders is tracked in our systems
- Support the development and launch of TrueSchool's first national convening in 2020

### **Manage Marketing**

- Contribute creative ideas and help to execute annual fundraising campaigns
- Amplify our role as a thought leader in the field through developing creative materials and distribution methods
- Engage local, state-wide, and national audiences to see the great work and powerful results of TrueSchool Fellows
- Contribute to our strategy around how to further build national brand recognition
- Execute a strategic communications plan, including regular communications with and activation of TrueSchool alumni and other key champions
- Manage our social media and website in collaboration with a web developer
- Develop marketing materials in collaboration with a designer

### **Support Fundraising**

- Research and prioritize prospective funders and grant/RFP opportunities
- Lead writing grant applications and responses to requests for proposals
- Craft our approach to developing sponsorships, create materials, and manage outreach to prospective sponsors
- Support the Executive Director / Dir of Development in preparing proposals, customized slide decks, and other development materials as needed
- Support outreach to and cultivation of prospective funders

- Manage ongoing points of contact and relationships with current funders
- Ensure all funder engagement is tracked and follow up is timely

**IDEAL QUALIFICATIONS**

- 2-3+ years of work experience preferred, candidates with solid internship experience will be considered
- Experience managing a long-term project
- Excellent verbal and written communication
- Highly organized with strong attention to detail
- Great relationship-builder
- Bachelor's degree required

**COMPENSATION**

\$40,000-\$48,000 annual salary with up to 10% annual bonus based on overall organizational performance and meeting or exceeding individual performance goals.

**SELECTION TIMELINE + START DATE**

We anticipate interviews beginning in October 2019 and selection by early December 2019. Anticipated full-time start date is January 2020. As part of onboarding, attendance is also required at our Strategic Retreat in mid-December 2019.

**HOW TO APPLY**

To apply, email your cover letter + resume as a single PDF to [opportunities@trueschool.org](mailto:opportunities@trueschool.org). In the email subject line, please write “[Your Full Name]: [Name of Role].” Applications will not be considered without a cover letter.

**POSTING CLOSE DATE**

**November 15, 2019.** Applications are being reviewed on a rolling basis. If you’re interested, we encourage you to apply now.

**ABOUT TRUESCHOOL *Activating educators to transform learning***

We believe in the tremendous potential of the people in the building. As those closest to communities, they are best positioned to lead enduring change and improve outcomes for students. **We develop and invest in educators leading innovative approaches to school improvement. Through our facilitated year-long program and expert coaching, ideas become impact, leaders develop, and communities connect. What results is a portfolio of real-world, educator-led innovations in schools across the country.**

Over the last 5 years, we’ve worked with over 2,000 educators in 142 schools in 9 states, impacting 100,000+ students. **We are building a national network of educators equipped to redefine the status quo of the student experience and transform learning at scale. Together, we are building “true” or fully realized schools: equitable places of limitless potential for learners.** For more information about our work, please visit [www.trueschool.org](http://www.trueschool.org).

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