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Job Title: DEVELOPMENT WRITER
Reports to: CHIEF OPERATING OFFICER
Job-Type: FULL TIME, EXEMPT EMPLOYEE
Hours: TYPICALLY, MONDAY-FRIDAY, 9 AM TO 5 PM

The Texas Public Charter Schools Association is the voice of public charter schools in Texas. We're on a mission to support and advocate for a policy and regulatory climate that ensures every student in Texas has access to ever-improving public school options. We work closely with our sister organization, Charter Schools Now.

A. Job Summary

The Development Writer will be our warrior with a pen, developing effective written materials for donors and key stakeholders with the aim of ensuring that the Association meets its ambitious revenue goals.

This role will be primarily focused on the day-to-day execution of our written development initiatives. The majority of this work will be focused on proposals and reporting to foundations, although there is some outreach to individual and corporate donors. The Development Writer will also lend a hand with our written communications for our membership drive and annual conference, two key revenue drivers.

We're looking for candidates who have a passion for writing and storytelling—and who want to help create a policy climate that allows more Texas students to access the education that's right for them.

B. Essential Job Functions

- Prepare high-quality grant applications, proposals, and reports, working across departments to compile the data, financials, and relevant information needed
- Manage the proposal submission process to ensure timely submission of all required materials and follow up on the progress of submitted proposals
- Craft effective stewardship communications to donors - mostly broad-based donor communications pieces and donor-facing one pagers, although occasional tailored communications may arise
- Coordinate foundation meetings - draft talking points for the CEO/COO, build the agenda and donor-facing slides, and manage communication with all parties involved
- Communicate grant metric deliverables to appropriate staff, enter deliverables into our grant metric tracker, and work with the Managing Director of Advocacy to ensure that all grant metrics are met
- In conjunction with the Development Project Manager, identify and cultivate new grant opportunities and report key findings to the COO
- In collaboration with the VP of Member Engagement, compose compelling written marketing materials for the annual membership drive and annual conference

C. Expectations

This is a full-time, exempt position. Employees are generally expected to work a 40-hour week, with an understanding that occasionally there will be times when 50 or more hours a week may be required in order to complete projects.

D. Qualifications

- Two years of experience in grant writing, preferably in a nonprofit or advocacy organization
- Strong belief in the mission of public charter schools
- Proficiency with Google sheets, Google docs, and Google slides.
- Strong project management skills
- Ability to learn quickly and take on responsibility
- Ability to juggle multiple projects with strong attention to detail
- Strong organizational skills are a must
- Excellent written and in-person communications skills

E. Benefits

- Competitive Salary (actual salary is dependent on qualifications)
- Health Insurance, including medical, dental, vision, and life insurance
- Paid holidays and PTO
- Matching Plan for 401(k) contributions

F. Disclaimer

This job description is not an employment agreement or contract. Nor is it an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. TPCSA reserves the exclusive right to revise the job description at any time without notice. Employment with TPCSA is at-will. An at-will employment relationship can be terminated at any time with or without reason or notice by either the employer or employee. This at-will relationship exists regardless of any statements made to the contrary. The employee must be able to perform the essential functions of the position satisfactorily, with or without accommodations. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

G. Instructions for Application

Qualified candidates should submit the following application materials in one PDF document:

- Resume describing your relevant experience
- Cover letter expressing your interest in this job and detailing how you embody TPCSA's core values of optimism, drive, hustle, and excellence

The PDF should be emailed to nkaharick@txcharterschools.org