

Development Associate — Full Time Position

National Association of Scholars — Remote

The National Association of Scholars (NAS) is a non-profit higher education reform organization. NAS works to improve American higher education by supporting rigorous intellectual standards, academic freedom, and institutional transparency in colleges and universities. It promotes the teaching of the Western tradition. To learn more about NAS, visit www.nas.org.

Reports to

Director of Development

Responsibilities

- Process donations and memberships
- Record data in fundraising database
- Assist with prospect research
- Collaborate with NAS staff on development projects
- Draft correspondence to foundations, major donors, and others
- Correspond with donors and members
- Process membership requests

Qualifications

- Desire to further NAS's mission to improve higher education
- Strong writing and editing ability
- Attentive to detail
- Highly organized
- Takes initiative
- Thorough in research
- Creative
- Professional in correspondence
- Proficient in Microsoft Office programs

Salary and hours

- 40 hours per week
- The position will pay in the \$40,000 to \$60,000 range, with competitive benefits and insurance.

Applicants should send a letter of interest, resume, writing sample, and two professional references to Chris Kendall at kendall@nas.org.