



Member Engagement Coordinator

Start Date: July 1, 2022

Location: Virtual, Occasional travel

Position Type: Full-time

Salary: \$55,000 - \$62,000, plus benefits

Who We Are

The North Carolina Association of Independent Schools (NCAIS) is a nonprofit organization of approximately 90 independent schools across the state. Founded in 1970, our mission is to promote educational excellence and empower member schools to thrive in pursuit of their missions. Our core commitments are to provide:

- Leading-edge educational opportunities
- Community of colleagues
- Legislative advocacy
- Guidance in school leadership and governance
- Partnerships and resources.

Who You Are

The ideal candidate will bring extensive experience in a variety of areas

- Comfortable speaking in front of a large group and able to easily make others feel welcome in a group gathering
- Demonstrates excellent written and verbal skills
- Excellent understanding and active utilization of social media platforms, websites, and technology tools
- Organized, focused, and detail-oriented project management skills
- Knowledge of the tools, programs, and policies for creating and sustaining a strong and vibrant organizational culture
- Demonstrated ability to fulfill NCAIS's professional expectations of accountability, active collaboration, thought leadership, strong work ethic, and a commitment to open communication, respect, and professionalism
- Understands independent schools' unique governance structure, mission-driven focus, and financial structure, as opposed to public, charter, and private school models

To Be Successful, You Will Excel In The Following Key Areas

- **Relationship-building and emotional intelligence:** You're relational in your approach to work and your ability to build connections is a core part of how you operate. You are able to build trust with a wide range of people, including NCAIS team members, school constituents, conference presenters and facilitators, and corporate partners. You are skilled at communicating with people and learning about their needs and objectives, and you have demonstrated experience facilitating conversations and engaging multiple perspectives.
- **Strategic thinking and programmatic management:** You are able to think strategically and holistically about how we can positively impact our member schools, and how we prioritize our work to achieve our desired outcomes. You're skilled at building frameworks for programmatic management with a keen ability to manage multiple projects simultaneously. You are proactive and enthusiastic about identifying opportunities to have an impact. You can anticipate and identify challenges and drive solutions that work.

Essential Duties and Key Responsibilities

- **Member Engagement:**
 - Direct and manage NCAIS's member engagement strategy and practices that are mission-aligned
 - Help build positive relations between NCAIS and member schools
 - Develop and direct an NCAIS Advisory Board program to engage school-based stakeholders
 - Gather data from member schools
- **Communications and Marketing:**
 - Develop and execute marketing and communication strategies
 - Create, write, edit, and produce newsletters, social media content, event advertisements, and printed materials, including annual reports
 - Manage the Association's web content and outbound email messaging for members, contributors, and the larger NCAIS community
 - Maintain online agendas/update website as information is gathered
 - Pre- and post-event communication with participants, speakers, and corporate partners, including conference evaluations and CEU certificates
- **Event Assistance:**
 - Manage logistics for in-person and virtual events, including board meetings, conferences, and workshops
 - On-site help day of event, as needed
 - Thank you notes and gifts for presenters
 - Coordinate catering, name tags, event programs, and other day-of needs

Qualifications, Skills, and Abilities

Successful candidates must meet the following requirements

- Minimum of a Bachelor's degree (Master's preferred) and 5 years experience working in an independent school setting (preferably at an NCAIS school) or in a marketing/communication field
- Understand the current independent school landscape and the issues impacting education locally and nationally
- Expertise in managing multiple tasks simultaneously and maintaining composure under pressure
- Comfort and expertise in speaking in front of a large group
- Thorough understanding of independent school operations and staff development
- Knowledge of independent lower, middle, and upper school education
- Strong organizational, communication, problem-solving, and interpersonal skills
- Strong understanding of current technology, including equipment and software
- Proficient in Google Drive programs, Microsoft Office, Zoom, and Canva
- Experience in creating eye-catching, and innovative marketing materials
- Ability to interpret policy, procedures, and data
- Experience in formulating and managing budgets

Physical Qualifications

- Frequent prolonged and irregular hours; standing, bending, stooping, climbing, walking, and using hands
- Must occasionally lift and/or move up to 25 pounds
- Exposure to a variety of weather conditions
- Ability to talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus
- Valid NC Driver's License is required

To Apply for the Position

Please send your resume and a cover letter to Stephanie Keaney, Associate Director (skeaney@ncais.org). We will begin interviewing candidates in mid-February, 2023. Finalists will be asked to take the Workplace Big 5 Assessment as part of the hiring process.

NCAIS is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, gender, national origin, religion, or otherwise as may be prohibited by federal and state law.