

1. **Council for a Strong America** — [Sr. Associate – Strategic Planning & Development](#), National Office
2. **Shepherding the Next Generation** — [National Director](#), National Office
3. **Mission: Readiness** — [California State Director](#), San Francisco, CA Office
4. **Mission: Readiness** — [Program Assistant](#), National Office
5. **Mission: Readiness** — [Deputy Director](#), National Office
6. **Shepherding the Next Generation** — [Membership Associate](#), National Office
7. **America's Edge** — [Membership Assistant](#), National Office
8. **Council for a Strong America** — [Communications Director](#), National Office
9. **Council for a Strong America** — [Vice President, Strategic Planning and Development](#), National Office
10. **Council for a Strong America** — [Communications Associate](#), National Office

## **11. Fight Crime: Invest in Kids — [Deputy Director](#), National Office**

### **1. Council for a Strong America — Sr. Associate – Strategic Planning & Development, National Office**

#### **About Us**

The Council for a Strong America is the parent organization of four bi-partisan sibling organizations – Fight Crime: Invest in Kids, Mission: Readiness, America’s Edge, and Shepherding the Next Generation – all working toward the common goal of increased investments in children and families. Our members – law enforcement leaders, retired military leaders, business leaders, and faith leaders respectively – are extraordinarily effective at reaching policy-makers to help win major victories for kids. Together with allies, we work to ensure that every child has access to proven programs that help them get the right start in life: early education, childhood nutrition, family support, and other programs that help at-risk children. We have more than 60 staff in the national office and 10 state offices.

#### **Responsibilities**

The Senior Development Associate will work as an integral part of our six-person Strategic Planning and Development Team to raise the annual budget (\$7.5 million and growing) and fund future expansion. The Senior Associate will focus on foundations and expanding to other new sources through writing proposals, letters, reports, and other materials; identifying and cultivating new sources of support; evaluating and reporting on progress and accomplishments; helping develop strategies for the organization to take on new issues, programs, and other expansion; and managing a portfolio of funders and prospects capable of making five, six, and seven figure gifts. The Senior Associate will also staff and work with the president, four national directors of the sibling organizations, and 10 state directors.

#### **Required Qualifications**

- Minimum of 4-5 years fundraising experience, preferably with a concentration in foundations and grant writing. Experience raising funds for public policy work for national organizations is ideal.
- Consistently excellent writing, oral communication, and representational skills.
- Experience establishing and stewarding relationships with prospective and current funders.

- Innovative, creative, and strategic thinker.
- Excellent organizational skills and impeccable attention to detail.
- Ability to work independently and collegially as a member of a team.
- A self-starter with an ability to juggle multiple projects at once and respond rapidly and flexibly to changing priorities.
- Superior Office suite and database skills.
- Strong commitment to our mission and strategic vision.

### **Helpful Experience and Skills**

- Non-profit, advocacy, or campaign work.
- Background in public policy, early childhood, education, nutrition, or youth issues.
- Fundraising or related experience in one or more of the following areas: special events, corporations, cause-related marketing, direct mail, or online/social media.
- Experience with one or more Council for a Strong America constituencies (law enforcement leaders, retired military leaders, business leaders, faith leaders)
- FileMaker Pro, and/or other database software.

**Salary and Benefits:** The salary for this position is commensurate with experience plus outstanding benefits, including fully employer-paid premiums for health, vision, and dental insurance; retirement plan with an employer match; and generous annual and sick leave.

**To Apply:** Please send (email preferred) cover letter, resume, writing sample and the following questionnaire, to:

Senior Associate – Strategic Planning and Development

Council for a Strong America

1212 New York Avenue NW, Suite 300

Washington, DC 20005

**[jobs@councilforastrongamerica.org](mailto:jobs@councilforastrongamerica.org)**

*No phone calls please.*

Council for a Strong America is an equal opportunity/affirmative action employer that understands the value of diversity and its impact on a high performance culture.

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## Senior Associate - Strategic Planning and Development Questionnaire

*We closely read all cover letters, so there is no need to repeat here anything you have said in your*

*cover letter.*

1. Your name:

2. Telephone (day):

(evening):

e-mail:

3. What are the best hours to reach you by phone?

4. Why are you interested in this position? (If you feel you have already said in a cover letter all that you want to say on this subject, you may skip this question.)

5. Briefly describe any related experience.

6. Please briefly describe an innovative fundraising strategy you designed and implemented.

7. Please briefly describe a fundraising obstacle you encountered and solved.

8. Please indicate:

- The salary you think you should be paid if you are hired for this position:
- The minimum salary you would consider:

9. How did you hear about this opening? (Please be specific, e.g., who referred you or what publication or Web site listed the position)

10. Additional comments (if you choose):

## **2. Shepherding the Next Generation — National Director,** National Office

### **Description**

A national organization of over 200 evangelical Christian leaders—both pastors and ministry leaders—seeks a full-time national director based in Washington, DC. Shepherding the Next Generation is a non-profit organization that seeks to influence state and federal policy-makers with regard to proven programs that better the lives of at-risk children, help them to get started on the right track and to succeed in school and life. Our members undertake a range of activities that educate state and federal policy-makers and the public about the evangelical community's commitment to supporting at-risk children and strengthening their families. We work on issues such as early education, voluntary home visiting for at-risk mothers and children, programs that help troubled youth, and programs that promote responsible fatherhood.

Shepherding the Next Generation is part of the nonprofit, Council for a Strong America (CSA). In addition to Shepherding the Next Generation, three other organizations make up CSA. Fight Crime: Invest in Kids has a membership of 5,500 senior law enforcement professionals (Chiefs, Sheriffs and District Attorneys), Mission: Readiness is an organization of 300 retired Admirals and Generals and America's Edge is composed of 700 business leaders. Each organization focuses on proven investments that help children grow and thrive. Fight Crime, the oldest of the four sibling organizations has been in existence for 17 years.

### **Responsibilities:**

The national director will be responsible for: the overall operation of the organization, including working with the national advisory committee of Christian leaders; short and long-term planning; developing relationships with allied organizations; implementing an advocacy strategy; fund raising (with the support of a team from the parent organization); and supervising staff (there is currently a deputy director as well as one state director and consultants on the ground). There will be moderate travel nationwide.

### **Compensation:**

Salary for this position will be competitive and based on experience. Fringe benefits are excellent.

### **Additional Qualifications:**

We are looking for an outgoing individual of faith who is articulate and motivated to involve evangelical Christian leaders in the long-term efforts to strengthen families and help at-risk children succeed in school and in life. The person must be a self-starter and be able to present himself or herself successfully to the evangelical Christian community. He or she should have demonstrated experience working with this community, either in a paid or voluntary capacity. In addition, candidates should have experience managing staff and in preparing a business plan or

organizational plan—and implementing it. Experience with policy advocacy at the state or federal level is preferred, as is an entrepreneurial spirit. Pastoral ministry experience is helpful, but not necessary.

**How to Apply:**

To Apply: Please send a cover letter, resume, and the following application to the address below.

Email: [jobs@ShepherdingtheNextGeneration.org](mailto:jobs@ShepherdingtheNextGeneration.org) (put SNG Director in subject line)

Website: [www.ShepherdingtheNextGeneration.org](http://www.ShepherdingtheNextGeneration.org)

SNG National Director  
Shepherding the Next Generation  
1212 New York Ave., NW Suite 300  
Washington, DC 20005  
Fax: 202-776-0110

Shepherding the Next Generation is an equal opportunity employer

No phone calls, please.

**Shepherding the Next Generation National Director Application**

Please do not include substantive information you feel you have already included in your cover letter.

1. Your name:
2. Telephone (day): (evening): E-mail:
3. When are the best hours to reach you?
4. Why are you interested in this position?
5. Please describe any related experience, and how you developed relevant skills. Please include any evangelical Christian community experience you have had.
6. Please indicate:
  - The salary you think you should be paid if you are hired for this position:
  - The minimum salary you would consider:
7. How did you hear about this opening? (Please be specific, e.g., who referred you or what publication or Web site listed the position.)
8. Additional comments (if you choose):

### **3. Mission: Readiness — California State Director, California Office**

*Terrific opportunity to put your energy and experience to work with an extraordinary team, committed to making a difference for our national security and America's kids. Seeking a strategic leader to engage retired generals and admirals across California in advocacy work related to improving educational, physical fitness, and career opportunities for youth.*

**Location:** San Francisco, CA

#### **Organization:**

MISSION: READINESS ([www.missionreadiness.org](http://www.missionreadiness.org)) is the non-profit, non-partisan organization of retired generals and admirals calling for smart investments in the upcoming generation of American children. MISSION: READINESS worked closely with the First Lady and both sides of Congress to pass child nutrition legislation that will help get junk food out of schools; it also works to get physical fitness back into schools and increase investments that are proven to improve graduation rates and reduce future crime rates, such as public pre-kindergarten and educational child care. MISSION: READINESS has been widely featured on national news outlets ranging from FOX and CNN to NPR, USA Today and the New York Times. MISSION: READINESS is a project of the Council for a Strong America.

#### **Position Summary:**

MISSION: READINESS is seeking a seasoned leader to spearhead efforts in California to mobilize retired generals and admirals to improve graduation rates, cut future crime rates, and improve children's health and physical fitness. Our mission is to support policies and practices that assist children and youth in developing to their highest potential so they can succeed in whatever career path they may choose.

The goals of the position are to (1) create an active presence of retired senior military leaders in key areas across California; (2) coordinate work with state and local allies to determine policy opportunities and threats, and manage activities ranging from press conferences to meetings with state and federal policymakers. The State Director will be responsible for all day-to-day California operations.

We seek an energetic, strategic thinker with a passion for helping children and youth thrive. Ideal candidates will have a minimum of 7+ years paid, professional experience in advocacy, media

relations, public policy, and/or campaigns. Must have proven experience in managing projects and people, and know how to enlist and mobilize community leaders to take action. Successful candidates will possess excellent oral and written communication and interpersonal skills, and a solid understanding of the state legislative process and of earned media strategies. Military experience or knowledge of the military community is desired, but not a disqualifier. Experience with physical fitness, early childhood and youth development, and education policies / research is a plus. Travel (almost exclusively in California) is required for this position.

**Salary** will be comparable to other nonprofit organizations and includes excellent benefits such as fully paid individual health and dental coverage, generous paid time off, and employer retirement contribution.

**To apply**, please send completed questionnaire, a resume and cover letter via email to: CAJobs@MissionReadiness.org

211 Sutter Street, Suite 401

San Francisco, CA 94108

*MISSION: READINESS is an equal opportunity/affirmative action employer that appreciates the value of diversity and its impact on a high performance culture.*

*No phone inquiries, please.*

### **Questionnaire**

1. Your name:
2. Telephone:
3. Why are you interested in this position? (If you feel you have already said in a cover letter all that you want to say on this subject, you may skip this question.)
4. Please highlight any experience in the following areas:
  - Successfully advocating for and enlisting others in a cause (including public policy or other political issues, candidate, or product);
  - Supervising staff.
  - Organizing media events or press conferences; and
  - Public speaking and giving presentations
5. Please briefly summarize any experience you have in working:



- In a legislative environment;
- With the military community; and
- In a membership-oriented organization.

6. Please indicate:

- The salary you think you should be paid if you are hired for this position:
- Your salary in your last/current position (if applicable):

7. How did you hear about this opening? (Please be specific, e.g., who referred you or what publication or website listed the position)

8. Additional comments (if you choose):

## **Mission: Readiness — Program Assistant, National Office**

### **Organization:**

MISSION: READINESS is the non-profit, non-partisan organization led by senior retired military leaders ensuring continued American security and prosperity into the 21st century by calling for smart investments in the upcoming generation of American children. Mission: Readiness has become a leading voice calling for improving the quality of food served in schools, and increasing physical activity among children. We also promote investments in early care and education that are proven to improve graduation rates and reduce future crime rates. MISSION: READINESS has been widely featured on national news outlets ranging from FOX and CNN to NPR, USA Today and the New York Times. MISSION: READINESS is a project of the Council for a Strong America.

### **Position Summary:**

MISSION: READINESS is seeking an energetic, entry-level candidate to assist us in mobilizing retired generals and admirals to address the fact that 75% of young Americans today are unable to join the military due to problems with education, crime, or fitness. The goals of the position are to (1) Provide administrative support for the mission; (2) Work with the MISSION: READINESS team to create an active presence of retired senior military leaders in key regions across the country.

## **Job Responsibilities:**

- Support MISSION: READINESS team and members and their activities related to policy goals in assigned states, including coordination of travel, communications, public events, and legislative meetings/testimony.
- Responsible for providing scheduling and administrative assistance for the National Director.
- Assist with the identification and engagement of retired military leaders; help educate prospective members about the link between a strong military, national security and investments in children.
- Management of membership database. General office administrative duties, including support for staff in the national office and in the field.

Ideal candidates will have some administrative experience and some experience with cause or issue-related campaigns and/or advocacy. Excellent writing and interpersonal skills required, along with the ability to handle multiple projects simultaneously and an extremely high level of attention to detail. Knowledge of the military community, an understanding of the legislative process, and experience with early childhood development and education policies and programs are not required, but plusses. Salary: entry-level with excellent benefits.

**To apply**, please send completed **questionnaire, resume, and cover letter** to:

MISSION: READINESS  
1212 New York Ave, NW Suite 300  
Washington, DC 20005  
Fax: 202-776-0110  
E-mail: [jobs@MISSIONREADINESS.org](mailto:jobs@MISSIONREADINESS.org)

*MISSION: READINESS is an equal opportunity/affirmative action employer that understands the value of diversity and its impact on a high performance culture.  
No phone enquiries, please.*

## **Questionnaire**

Please take as much space as you need to answer the following:

1. Your name:

2. Telephone:

3. Why are you interested in this position? (If you feel you have already said in a cover letter all that you want to say on this subject, you may skip this question.)

4. Please describe your experience in enlisting others in a cause, project, or concept you believe in:

5. Please tell us about an obstacle you had to overcome in your personal, academic, or professional experience:

6. Please indicate:

- The salary you think you should be paid if you are hired for this position:
- Your salary in your last/current position (if applicable):

7. How did you hear about this opening? (Please be specific, e.g, who referred you or what publication or website listed the position)

8. Additional comments (if you choose):

**Mission: Readiness — Deputy Director, National Office**

*Terrific opportunity to put your energy and experience to work with an extraordinary team, committed to making a difference for our national security and America's kids. Seeking a strategic leader to manage daily operations and engage retired generals and admirals across the United States for an exciting new mission in Washington, DC.*

**Organization:**

MISSION: READINESS is the nonprofit, nonpartisan organization led by retired generals and admirals calling for smart investments in the upcoming generation of American children. MISSION: READINESS works to get junk food out of schools, and physical fitness back into schools. We also promote investments in early care and education that are proven to improve graduation rates and reduce future crime rates. MISSION: READINESS has been widely featured on national news outlets ranging from FOX and CNN to NPR, USA Today and the New York Times. MISSION: READINESS is a project of the Council for a Strong America.

### **Position Summary:**

MISSION: READINESS is seeking a seasoned leader to supervise staff and activities in multiple states to help mobilize retired generals and admirals to address the fact that 75% of young Americans today are unable to join the military due to problems with education, crime, or fitness. The goals of the position are to (1) work with the MISSION: READINESS team to create an active presence of retired senior military leaders in key states across the country; (2) oversee work with national and state allies to determine policy opportunities and threats, and manage activities ranging from press conferences to meetings with state and federal policymakers; 3) take responsibility for day-to-day operations of the MISSION: READINESS team. The Deputy National Director will report to the National Director.

We are seeking an energetic and strategic thinker with a passion for helping kids get the best start in life. Ideal candidates will have a college degree and a minimum of 6 years paid, professional experience in advocacy, public policy, and/or campaigns. Must have proven experience in managing projects and people, and know how to enlist and mobilize members to take action. Successful candidates will possess excellent oral and written communication and interpersonal skills, and a solid understanding of the legislative process. Military experience or knowledge of the military community is desired. Experience with early childhood development, education, and/or fitness policies, research, and programs are a plus. Travel is required for this position.

**Salary** will be comparable to other nonprofit organizations and includes excellent benefits such as fully paid individual health and dental coverage, generous paid time off, and employer retirement contribution.

**To apply**, please send completed questionnaire, a resume and cover letter to: [jobs@MissionReadiness.org](mailto:jobs@MissionReadiness.org)

*MISSION: READINESS is an equal opportunity/affirmative action employer that appreciates the value of diversity and its impact on a high performance culture.*

*No phone enquiries, please.*

### **Questionnaire**

1. Your name:

2. Telephone:
3. Why are you interested in this position? (If you feel you have already said in a cover letter all that you want to say on this subject, you may skip this question.)
4. Please highlight any experience in the following areas:
  - Successfully advocating for and enlisting others in a cause (including public policy or other political issues, candidate, or product);
  - Leading and managing staff.
  - Organizing media events or press conferences; and
  - Public speaking and giving presentations
5. Please briefly summarize any experience you have in working:
  - In a legislative environment;
  - With the military community; and
  - In a membership-oriented organization.
6. Please indicate:
  - The salary you think you should be paid if you are hired for this position:
  - Your salary in your last/current position (if applicable):
7. How did you hear about this opening? (Please be specific, e.g., who referred you or what publication or website listed the position)
8. Additional comments (if you choose):

**Shepherding the Next Generation — Membership Associate, National Office**

*Seeking an experienced organizer to engage evangelical Christian leaders in an exciting nonprofit in Washington, DC*

**Organization:**

Shepherding the Next Generation ([www.shepherdingthenextgeneration.org](http://www.shepherdingthenextgeneration.org)) is a national organization of evangelical Christian leaders who are committed to the development of strong

and healthy American families, with specific focus on at-risk families. Shepherding the Next Generation's members are church pastors, chaplains, executives at Christian organizations, and Christian leaders in other roles who seek to strengthen families and help today's children grow to become contributing members of society and effective parents themselves.

Shepherding the Next Generation is affiliated with the Council for a Strong America, the non-profit umbrella organization of four membership organizations, all working toward the common goal of effective investments in children and families. Our members are "unexpected messengers" who are extraordinarily impactful at reaching moderate and conservative policy-makers to win major victories for kids. Learn more at [www.councilforastrongamerica.org](http://www.councilforastrongamerica.org).

### **Position Summary:**

SHEPHERDING THE NEXT GENERATION is seeking an organizer (job title: "Membership Associate") to assist with our membership recruitment and mobilization efforts. The goals of the position are to (1) work with the SHEPHERDING THE NEXT GENERATION team to create an active presence of evangelical Christian leaders in key regions across the country; (2) mobilize members to educate the public and policy-makers about how key investments in children strengthen families and communities such as: parenting support for at-risk mothers; early education and care for at-risk children; guidance for families with troubled children; and programs to help young men become responsible fathers and productive employees.

The Associate will work closely with the National Director and State Directors of SHEPHERDING THE NEXT GENERATION.

### **Job Responsibilities:**

- Assist with the identification and engagement of evangelical Christian leaders in targeted states utilizing meetings/conferences, networking with existing members, "cold" calls or visits to prospective members, independent research and other relevant tactics.
- Assist the National Director in ongoing planning for the management and growth of the membership in conjunction with federal and/or state policy goals.
- Help educate prospective members about the link between investments in children and the development of strong families.
- Support SHEPHERDING THE NEXT GENERATION members and their activities related to legislative policy goals in assigned states, including coordination of communications, public events, and legislative meetings/testimony.

- Develop materials for member activities and member activations.
- Oversee and update content on the SHEPHERDING THE NEXT GENERATION website.
- Data entry and management of membership database.
- Coordinate information dissemination to members.
- General office administrative duties, including support for staff in the national office and in the field.
- Travel is required to designated states to meet with members, prospective members, and policymakers.

**Requirements:**

- Broad knowledge of the conservative/moderate, evangelical Christian faith community and ability to network with pastors and ministry leaders in targeted states.
- Familiarity with one or more conservative/moderate evangelical Christian denominations helpful.
- Excellent writing and interpersonal skills.
- A minimum of 2 years organizing or related experience with cause or issue-related campaigns and/or advocacy.
- Ability to handle multiple projects simultaneously.
- Computer skills) including, Microsoft Office (Word, Excel, PowerPoint), Internet skills, database use, WordPress, page layout, and social media. Mac familiarity a plus.
- An understanding of the legislative process.
- Experience with early childhood development, education policies and programs.
- A college degree.

Salary commensurate with skills and experience. Excellent benefits.

**To apply**, please send completed questionnaire, **resume and cover letter** to:

SHEPHERDING THE NEXT GENERATION

1212 New York Ave, NW Suite 300  
Washington, DC 20005  
Fax: 202-776-0110  
E-mail: [jobs@shepherdingthenextgeneration.org](mailto:jobs@shepherdingthenextgeneration.org)

No phone calls please.

*SHEPHERDING THE NEXT GENERATION is an equal opportunity/affirmative action employer that understands the value of diversity and its impact on a high performance culture.*

### **Questionnaire**

1. Your name:
  
2. Telephone:
  
3. Why are you interested in this position? (If you feel you have already said in a cover letter all that you want to say on this subject, you may skip this question.)
  
4. Please describe your experience in the following areas:
  - Enlisting others in a cause, project, or concept you believe in;
  - Organizing media events or press conferences;
  - Public speaking and giving presentations; and
  - Successfully advocating for a cause (including public policy or other political issues, candidate, or product).
  
5. Please describe any experience you have in working:
  - In a legislative environment;
  - With children and youth;
  - With the evangelical Christian community; and
  - In a membership-oriented organization.
  
6. Please indicate:



- The salary you think you should be paid if you are hired for this position.
- The minimum salary you would accept for this position.

7. How did you hear about this opening? (Please be specific, e.g, who referred you or what publication or website listed the position)

8. Additional comments (if you choose):

## **America's Edge — Membership Assistant**, National Office

*Seeking an energetic organizer to help engage business leaders to advocate for children/youth programs in a fast-growing nonprofit organization in Washington, D.C.*

### **Organization:**

AMERICA'S EDGE is a business leaders organization that works to strengthen businesses and the economy through proven investments in children and youth. We take a critical look at the knowledge, skills and abilities businesses need their employees to have in a global economy and advocate for programs that will increase success in school, graduation rates, and enrollment in post-secondary training and education.

America's Edge is a project of the Council for a Strong America.

### **Position Summary:**

AMERICA'S EDGE is seeking an energetic, entry-level candidate to assist us in mobilizing business leaders to educate policy-makers and the public about high-quality investments that protect America's competitive edge, build a foundation for lasting economic security, and help our nation's children get on the right track. The goals of the position are to: (1) provide administrative support for the mission; (2) work with the AMERICA'S EDGE team to create an active presence of business leaders in key states across the country; and (3) help mobilize members to educate the public and policy-makers about the economic benefits of investments in children and youth.

The Assistant will work closely with the National Director and D.C. and state staff of AMERICA'S EDGE.

### **Job Responsibilities:**

- Support AMERICA'S EDGE staff and members and their activities related to state and federal

policy goals, including coordination of travel, communications, public events, recruitment and legislative meetings/testimony.

- Assist with the identification, engagement, and stewardship of business leaders; help educate prospective members about the short- and long-term economic benefits of investments in children; assist in coordination of advocacy efforts, including earned media and sign-on letters to policy-makers.
- Management of membership database, AMERICA'S EDGE website, electronic newsletters, and social media. General office administrative duties, including support for staff in the national office and in the field.
- Help manage event-planning details for recruiting new members, release of reports, and policy-maker meetings, including assistance in preparation of materials and presentations.

Ideal candidates will have a college degree and some experience with cause or issue-related campaigns and/or advocacy. Excellent writing and interpersonal skills required, along with the ability to handle multiple projects simultaneously and an extremely high level of attention to detail. Knowledge of the business community, an understanding of the legislative process, and experience with early childhood development and/or education policies and programs are pluses. Must have ability and willingness to travel. Salary: entry-level with excellent benefits.

**To apply**, please send completed **questionnaire, resume, and cover letter** to:

AMERICA'S EDGE  
1212 New York Ave, NW Suite 300  
Washington, DC 20005  
Fax: 202-776-0110  
E-mail: [jobs@americasedge.org](mailto:jobs@americasedge.org)

*AMERICA'S EDGE is an equal opportunity/affirmative action employer that understands the value of diversity and its impact on a high performance culture.  
No phone enquiries, please.*

*Seeking an energetic organizer to help engage business leaders to advocate for children/youth programs in a fast-growing nonprofit organization in Washington, D.C.*

**Organization:**

AMERICA'S EDGE is a business leaders organization that works to strengthen businesses and the economy through proven investments in children and youth. We take a critical look at the knowledge, skills and abilities businesses need their employees to have in a global economy and advocate for programs that will increase success in school, graduation rates, and enrollment in post-secondary training and education.

America's Edge is a project of the Council for a Strong America.

**Position Summary:**

AMERICA'S EDGE is seeking an energetic, entry-level candidate to assist us in mobilizing business leaders to educate policy-makers and the public about high-quality investments that protect America's competitive edge, build a foundation for lasting economic security, and help our nation's children get on the right track. The goals of the position are to: (1) provide administrative support for the mission; (2) work with the AMERICA'S EDGE team to create an active presence of business leaders in key states across the country; and (3) help mobilize members to educate the public and policy-makers about the economic benefits of investments in children and youth.

The Assistant will work closely with the National Director and D.C. and state staff of AMERICA'S EDGE.

**Job Responsibilities:**

- Support AMERICA'S EDGE staff and members and their activities related to state and federal policy goals, including coordination of travel, communications, public events, recruitment and legislative meetings/testimony.
- Assist with the identification, engagement, and stewardship of business leaders; help educate prospective members about the short- and long-term economic benefits of investments in children; assist in coordination of advocacy efforts, including earned media and sign-on letters to policy-makers.
- Management of membership database, AMERICA'S EDGE website, electronic newsletters, and social media. General office administrative duties, including support for staff in the national office and in the field.
- Help manage event-planning details for recruiting new members, release of reports, and policy-maker meetings, including assistance in preparation of materials and presentations.

Ideal candidates will have a college degree and some experience with cause or issue-related campaigns and/or advocacy. Excellent writing and interpersonal skills required, along with the ability to handle multiple projects simultaneously and an extremely high level of attention to detail. Knowledge of the business community, an understanding of the legislative process, and experience with early childhood development and/or education policies and programs are pluses. Must have ability and willingness to travel. Salary: entry-level with excellent benefits.

**To apply**, please send completed **questionnaire, resume, and cover letter** to:

AMERICA'S EDGE  
1212 New York Ave, NW Suite 300  
Washington, DC 20005  
Fax: 202-776-0110  
E-mail: [jobs@americasedge.org](mailto:jobs@americasedge.org)

*AMERICA'S EDGE is an equal opportunity/affirmative action employer that understands the value of diversity and its impact on a high performance culture.  
No phone enquiries, please.*

## **Questionnaire**

Please take as much space as you need to answer the following:

1. Your name:
2. Telephone:
3. Why are you interested in this position? (If you feel you have already said in a cover letter all that you want to say on this subject, you may skip this question.)
4. Please describe your experience in enlisting others in a cause, project, or concept you believe in:
5. Please tell us about an obstacle you had to overcome in your personal, academic, or professional experience:
6. Please indicate:
  - The salary you think you should be paid if you are hired for this position:
  - Your salary in your last/current position (if applicable):
7. How did you hear about this opening? (Please be specific, e.g, who referred you or what publication or website listed the position)
8. Additional comments (if you choose):

**Council for a Strong America — Communications Director**, National Office

The Council for a Strong America (CSA) seeks a dynamic and creative Communications Director to lead a communications team which consistently produces impressive local and national media results in support of proven programs that help give at-risk children a better start in life. During the past three years, the CSA communications team has arranged more than 100 successful local press conferences in more than 40 states and recently conducted a national media event that reached an audience of more than 50 million. CSA is looking for a skilled communications specialist who can build on its past successes and achieve even stronger results in the future.

CSA is the umbrella non-profit for four bi-partisan membership organizations – Fight Crime: Invest in Kids, Mission: Readiness, America’s Edge, and Shepherding the Next Generation – all working toward the common goal of increasing effective investments in children and families that make our nation stronger in the future. Our members – law enforcement leaders, retired military leaders, business leaders, and faith leaders respectively – are extraordinarily effective at reaching policy-makers to help win major victories for kids. Together with allies, we work to ensure that every child has access to proven programs that help them get the right start in life: early education, childhood nutrition, voluntary home visiting and other programs that help at-risk children. We have more than 60 staff in the national office and 10 state offices.

CSA is seeking a Communications Director who has extensive experience in developing and implementing communications strategies and media campaigns that produce measurable results in both traditional and social media outlets. The Communications Director will supervise the national communications team and provide guidance to organization leadership and state offices. As a part of the senior management team, the Communications Director will play a key role in crafting strategies and messages that advance each CSA membership organization's mission and help achieve its goals.

**Responsibilities:**

- Develops and implements CSA’s communication plan.
  - Provides advice and guidance on communication issues to CSA’s national directors, senior managers and state directors, and helps set priorities for all communications efforts.
  - With senior management, develops key messages.
  - Manages Communications Team, including supervision of:
    - 4 national staff including a Deputy Director of Communications
      - Daily media monitoring
      - Maintenance of clip files, clip tracking and other necessary records
      - Maintenance and updating of CSA websites
      - Social media efforts related to communications
      - In-house production of short video clips summing up media successes on various policy issues
    - Additional communications services provided to member organizations and state offices.
- Works closely with the Research Team in developing and reviewing each new publication,

with a special focus on the executive summaries of each publication

- Consults with CSA's senior management in generating print and broadcast media coverage for each report release event, including the development of press materials (media advisories, talking points and press releases), the briefing of key speakers, the pitching of the event to media outlets and the on-site execution of media events
- Reviews op-eds and letters prior to submission
- Develops alternative media strategies that can produce media results including the pitching of stories as exclusives to print reporters, columnists, editorial writers, and broadcast producers, reporters and hosts
- Ensures each major media effort takes advantage of the latest social media tools including Twitter and Facebook
- Works with pollsters as necessary to produce surveys for media release.

**Qualifications:** At least five years' paid professional experience in media or public relations in a management capacity. We are seeking an energetic and strategic thinker with a passion for helping children achieve their full potential. Candidates should have top-notch oral and written communication skills, with the proven ability to craft powerful, persuasive messages including advisories, releases, op-eds and letters to the editor. Candidates should have knowledge about the special requirements of each form of major media: print, broadcast, radio and social media. Applicants must possess strong interpersonal skills along with the ability to juggle multiple projects and shift gears as necessary.

**Pluses:** Prior experience in developing communications strategies and media campaigns that have enhanced legislative efforts on a national or state level. Established personal contacts with key members of the media. Familiarity with the legislative process, and with policies affecting children and youth.

**Salary:** Commensurate with experience, plus excellent benefits.

**To Apply:** Please send by e-mail, fax or mail your complete application package, which must include a cover letter, your resume with specific dates (including months) of employment indicated, a relevant writing sample and the completed questionnaire (see below) to:

Email: [jobs@councilforstrongamerica.org](mailto:jobs@councilforstrongamerica.org)

Fax: 202-776-0110

Communications Director Search  
Council for a Strong America  
1212 New York Ave NW, Suite 300  
Washington, DC 20005

[www.councilforstrongamerica.org](http://www.councilforstrongamerica.org)

*No phone calls please*

Council for a Strong America is an equal opportunity employer.

*We closely read all cover letters, so there is no need to repeat here anything substantive that you have said in your cover letter.*

1. Your name:

2. Telephone (day):  
(evening):

3. E-mail:

4. When are the best hours to reach you?

5. Why are you interested in this position? (If you feel you have already said in a cover letter all that you want to say on this subject, you may skip this question.)

6. Please describe any related experience and the skills you have acquired.

7. Please indicate:  
Your current salary:

The salary you think you should be paid if you are hired for this position:

The minimum salary you would consider:

8. How did you hear about this opening? (Please be specific, e.g., who referred you or what publication or website listed the position)

9. Additional comments (if you choose):

**Council for a Strong America — Vice President, Strategic Planning  
and Development, National Office**

The COUNCIL FOR A STRONG AMERICA seeks a highly skilled-development professional to join a dynamic and growing national non-profit organization. We have doubled our budget over the last five years, and our goal is to double the budget again in the next five years.

Reporting to the President and serving as a member of The COUNCIL FOR A STRONG AMERICA's senior management team, the Vice President of Strategic Planning and Development will provide the leadership, direction and coordination of a comprehensive fundraising program that secures financial resources from all donor segments\

Working closely with the President, The COUNCIL FOR A STRONG AMERICA's board of directors and senior management team, foundations, corporations and key individual stakeholders, the Vice President of Strategic Planning and Development will be responsible for creating an exciting environment that fully integrates and maximizes fundraising efforts throughout the organization. The Vice President of Strategic Planning and Development will lead a development team that that currently consists of a Director of Development, and Deputy Director, two Development Associates and a Development Assistant

### **About Us**

The COUNCIL FOR A STRONG AMERICA is the parent organization of four bi-partisan sibling organizations, including FIGHT CRIME: INVEST IN KIDS, MISSION: READINESS, AMERICA'S EDGE, and SHEPHERDING THE NEXT GENERATION, all unexpected messengers who champion research-based public investments that help at-risk children succeed and make our nation stronger.

### **The Vice President of Strategic Planning and Development will be expected to:**

- Thoroughly understand and articulate CSA's mission, values, history, component organizations and strategies.
- Know and understand CSA's board of directors, secure their confidence and support, and find ways to enlist and motivate them to participate in fundraising activities.
- Develop and execute clear short-term and long-range plans for development that are both realistic and challenging, with a particular focus on foundations.
- Prepare and monitor CSA's annual fundraising plan, budget and revenue forecasts. Provide accurate projections for the purpose of budgetary and financial reports. Monitor and report on performance against plan and budget.
- Maintain an active role in major gift and other fundraising efforts, serving as manager for donors and prospects.
- Develop and supervise an annual solicitation campaign to meet budgetary needs, including planned gifts, corporate partnerships, and additional techniques that yield profitable results.
- Represent CSA at meetings and speaking engagements as required.
- Provide leadership, direction, and management for CSA's development team, creating an environment of respect, accountability, motivation, professional growth and high



productivity.

- Ensure that a stewardship system is in place for relationship building and meaningful donor recognition.
- Stay abreast of philanthropic, economic, social and educational trends related to fundraising and CSA.
- Ensure that CSA's board of directors and staff are informed of changes in legislation and other trends that might impact the organization's fundraising efforts.
- Ensure that the organization has highly functioning systems to accurately maintain and update donor and prospect records.

### **Required Qualifications**

- Undergraduate college degree is mandatory, and an advanced degree is preferred.
- Minimum of 10 years of senior development and management experience gained in a high-growth organization.
- Understand the legislative process and public policy advocacy.
  - Proven track record of developing and executing creative and successful fundraising strategies.
  - Expertise in establishing and stewarding relationships with prospective and current funders, preferably with a concentration in foundations.
- Proven track record of success facilitating organizational change and growth within a dynamic organization.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with CSA's senior management team, board of directors, donors and staff.
- Ability to operate as an effective tactical as well as strategic thinker.
- Excellent judgment and creative problem-solving skills, including conflict resolution skills.
- Mentoring and coaching a team with diverse levels of expertise.
- Entrepreneurial team player who can multitask.
- Results oriented.
- Superior management skills with a demonstrated ability to influence and engage subordinates and peers.
- Ability to make decisions in a changing environment and anticipate future needs.
- Energetic, flexible, collaborative, and proactive; a team player who can positively impact both strategic and tactical fundraising and development initiatives.
- Self reliant and willing to roll up his/her sleeves; not dependent on an army of support staff.
- Unimpeachable ethical standards, confidentiality, and personal integrity.
- Passion for CSA's mission; an unyielding commitment to improving the lives of children.

### **Helpful Experience and Skills**

- Experience raising funds for public policy work very helpful.

- Non-profit, advocacy, or campaign work.
- Background in public policy, early childhood, education, nutrition, or youth issues.
- Experience with one or more COUNCIL FOR A STRONG AMERICA constituencies (law enforcement leaders, retired military leaders, business leaders, faith leaders)
- High comfort level with Macintosh computers, Microsoft Word and Excel, FileMaker Pro, and/or other database software.

**Salary and Benefits:** The salary for this position is commensurate with experience plus outstanding benefits, including fully paid premiums for health, vision, and dental insurance; retirement plan with an employer match; and generous annual and sick leave.

**To Apply:** Please send (email preferred) cover letter, resume, writing sample and desired salary range to:

Vice President – Strategic Planning and Development  
COUNCIL FOR A STRONG AMERICA  
1212 New York Avenue NW, Suite 300  
Washington, DC 20005  
**jobs@councilforstrongamerica.org**  
*No phone calls please.*

The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible

COUNCIL FOR A STRONG AMERICA is an equal opportunity/affirmative action employer that understands the value of diversity and its impact on a high performance culture.

## **Council for a Strong America — Communications Associate,** National Office

The Council for a Strong America (CSA) ([www.councilforstrongamerica.org](http://www.councilforstrongamerica.org)) seeks a dynamic and creative Communications Associate to join a communications team which consistently produces impressive local and national media results in support of proven programs that help give at-risk children a better start in life. During the past three years, the CSA communications team has arranged more than 100 successful local press conferences in more than 40 states and recently conducted a national media event that reached an audience of more than 50 million. CSA is looking for a communications specialist who can build on its past successes and achieve even stronger results in the future.

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CSA is seeking a creative and highly organized individual to join our communications team as a Communication Associate. The candidate should have at least two+ years experience in writing, media relations, and managing content on a website. We are seeking candidates who excel in written and oral communication and who have web content management skills. The candidate should be conversant with the AP Stylebook and the Chicago Manual of Style. The successful candidate will also pitch in on other activities of our five-person communications team.

**Major Responsibilities:**

- Develops media materials – letters, op-eds, talking points, press releases and media advisories
- Plans/manages media campaigns, including media pitching
- Manages website content to keep information up-to-date
- Assists in distributing media materials through online communications (including web, facebook, twitter)
- Manages speechwriting for members
- Performs copy editing of materials for publication
- Helps maintain our library of print and video clips

**Qualifications:**

Candidates must have:

- A minimum of two+ years experience in writing, developing websites, managing website content, and proofreading
- Excellent writing/editing skills
- Excellent oral communication skills
- High degree of initiative, creativity and problem-solving skills
- Ability to effectively multi-task and successfully meet deadlines
- Familiarity with various website tools
- Experience with Wordpress
- Knowledge of social media networking sites and software
- An understanding of media and public relations
- Background in video editing using Final Cut Pro software would be a plus
- Familiarity with the legislative process, and with policies affecting children and youth would be a plus

**Salary:** Commensurate with experience.

**How to Apply:**

Please send by email, fax or mail your complete application package which must include a cover letter, your resume, a relevant writing sample and the completed questionnaire (below) to:

Email: [jobs@councilforastrongamerica.org](mailto:jobs@councilforastrongamerica.org)

Communications Associate Search  
Council for a Strong America  
1212 New York Ave., Suite 300  
Washington, DC 20005

*No phone calls, please*

Council for a Strong America is an equal opportunity employer.

**APPLICATION**

(Please do not include substantive information you feel you have already included in your letter)

1. Your name:
2. Telephone:
3. When are the best hours to reach you?
4. Why are you interested in this position?
5. Please describe any related experience, and how you developed relevant skills.
6. - The salary you think you should be paid if you are hired for this position
  - Your current salary
  - The minimum salary you would consider
7. How did you hear about this opening? (Please be specific, e.g., who referred you or what publication or Website listed the position.)
8. Additional comments (if you choose):

**Fight Crime: Invest in Kids — Deputy Director, National Office**

*We are seeking a dynamic leader to spearhead the state policy work implemented from the Washington, DC headquarters, work with the national team to recruit and engage members and assist the National Director with management of the national team.*

**ORGANIZATION:**

Fight Crime: Invest in Kids (FCIK) is a nonprofit advocacy organization of over 5,000 law enforcement leaders and victims of violence from across the country who know that the key to preventing crime is investing in programs proven to start kids on the right track and keep them there. Priority issues include early childhood care and education, voluntary parent coaching, effective programs both during and after school, interventions for troubled youth, and other investments proven by evidence-based research to improve outcomes for at-risk children. Over the past 16 years, we have played a significant role in helping to expand federal and state investments in kids. Fight Crime: Invest in Kids is a project of the Council for a Strong America.

**RESPONSIBILITIES:**

The Deputy Director, reporting to the National Director, will serve as an integral part of a four-person national team, working with FCIK members in the 40 DC-staffed states. The Deputy will work closely with the National Director to craft and coordinate implementation of the state policy annual strategic plan for DC-staffed states. The national FCIK team focuses on efforts to influence public policy at the federal and state levels across 40 states, and collaborates with the in-house Communications, Research and Federal Policy teams to accomplish the organizational goals. The team also coordinates with the FCIK ten state offices. The Deputy Director will be tasked with managing the team on certain projects, and will serve as Acting National Director when the National Director is on assignment.

While the Deputy may be called on to assist with periodic federal policy efforts, they will serve as the team-lead on state policy and will be expected to represent the organization and accompany members to certain state policy-maker meetings. This role will also require collaboration with state allies in several states to determine policy opportunities, and coordination regarding effective timing, targets and tactics. The Deputy Director will also engage in developing state advocacy materials, and managing state advocacy campaigns.

In addition, the Deputy Director's day-to-day activities shall include:

- Organizing press conferences to meet state policy objectives
- Pitching opportunities (written and verbal) to members to submit earned media placements, sign letters of support, meet with state policy makers, etc.
- Drafting letters to policy-makers, talking points for policy-maker meetings and other tactical policy/budget documents
- Planning for participation in national, regional and state conferences including exhibition booths

- Planning and execution of hosted events such as member receptions, hospitality suites and luncheons
- Developing written and oral presentations with visual aids
- Recruiting and engaging members with various organizational tools including phone calls, emails, faxes, electronic newsletters and mass-mailings

The Deputy Director will perform in-person member recruitment and engagement in three distinct ways:

- State recruitment trips with pre-planned meetings to have one-on-one interaction with members and non-members
- Represent the organization at state and regional law enforcement conferences across the country
- Join team members and the National Director to represent the organization at national law enforcement and crime victim conferences across the country

The Deputy Director will also be expected to represent the organization at various press conferences and media events around the country.

#### **QUALIFICATIONS:**

- Ideal candidates will have a college degree (advanced degree is a plus)
- Minimum of 5 years paid, professional experience in advocacy, public policy, and/or campaigns
- Detail-oriented and well organized is a must
- Ability to work well in a high-pressure environment is essential
- Strategic thinker and strong problem-solver
- Successful track record of organizing/mobilizing around one or more issues
- Prior state policy advocacy experience/understanding of the federal legislative process
- At least 2 years of supervisory experience
- Energetic with excellent interpersonal skills
- Strong oral and written communication skills (including a track record of making compelling presentations in varied settings ranging from one-on-one to a 100- plus person group)
- Willingness to travel approximately 5 days per month
- Commitment to making sure all kids get a good start in life

**Pluses:** Familiarity with policies affecting children and youth, familiarity with the law enforcement and/or crime victim communities, and experience working in a membership-oriented organization.

**Salary:** commensurate with experience, plus excellent benefits.

**To Apply:** Please send completed questionnaire, resume and cover letter to:

Deputy Director Search  
Fight Crime: Invest in Kids  
1212 New York Ave, NW Suite 300  
Washington, DC 20005  
Fax: 202-776-0110  
Email: jobs@fightcrime.org

*Fight Crime: Invest in Kids is an equal opportunity employer that understands the value of diversity and its impact on a high performance culture.*

*No phone inquiries, please*

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### **Deputy Director Questionnaire**

We closely read all cover letters, so there is no need to repeat here anything substantive you have said in your cover letter.

1. Your name:
2. Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_
3. When are the best hours to reach you?
4. Why are you interested in this position? (If you feel you have already said in a cover letter all that you want to say on this subject, you may skip this question.)
5. Please describe your related experience in each of the following that apply to you, and how you developed these skills?

Organizing: Enlisting others in a cause, project, or concept you believe in.

Advocacy: Successfully advocating for either a concept (including public policy or other

political issues), candidate, or product

Public Speaking and Giving Presentations

Meeting people and making a connection with them

Persuasive Writing

Organizational skills and multi-tasking

Supervision:

- Inspiring the people you supervise
- Addressing concerns with people you supervise

6. Please describe any experience you have working:

- in a legislative environment
- with the law enforcement community
- in a membership-oriented organization

7. Please describe an obstacle you encountered in developing or implementing a strategy to achieve a specific goal, and how you overcame it.

8. Please indicate:

- The salary you think you should be paid if you are hired for this position:
- The minimum salary you would consider:

9. How did you hear about this opening? (Please be specific, e.g, who referred you or what publication or website listed the position)

10. Additional comments (if you choose):