

## **Sr. Associate Position Description**

Safal Partners is seeking a talented writer to join our growing team as Sr. Associate.

### **About Safal**

Safal, meaning “good outcomes” in Sanskrit, is a mission-driven education consulting firm that provides strategy and project management expertise to bridge the gap between ideas and outcomes. We bring deep domain knowledge in the charter sector, human capital management systems, and next generation learning. Founded in 2010, Safal Partners has grown in scale and scope, developing a national track record of success in engagements with some of the most influential organizations in education reform. Safal is currently managing the National Charter School Resource Center and providing content expertise for the Center for Educator Effectiveness, both funded by the U.S. Department of Education. Other recent clients include the Bill and Melinda Gates Foundation, the Rhode Island Department of Education, the George W. Bush Foundation, Houston Endowment, Houston Independent School District, Trenton Public Schools, Teach for America Houston, Education Pioneers, Educate Texas, and America Achieves.

### **Job Description**

Safal Partners seeks a dynamic individual to help our clients achieve greater impact through leading the creation of high quality content. This person will in particular be responsible for leading publications for the National Charter School Resource Center ([www.charterschoolcenter.org](http://www.charterschoolcenter.org)) for dissemination to a national audience. The ideal candidate will possess outstanding analytical and communication skills, a strong ability to analyze and research new topics and develop recommendations, and a passion and talent for writing.

### **Essential Responsibilities**

Research and writing (100%)

- Create high quality resources such as white papers, reports and webinars targeted to policy makers, state agencies and practitioners in the charter sector
- Build domain expertise in the charter sector and lead the process of analyzing new topics and developing best practices and recommendations
- Build relationships with and collaborate with subject-matter experts and project team
- Conduct research (largely qualitative research), synthesize findings and develop recommendations, and determine implications for policymakers and the broader charter sector
- Finalize and publish resources after incorporating feedback and collaborate on the promotion of resources
- Contribute to thought leadership by developing Safal frameworks and tools
- Represent Safal at conferences and events to present papers they have created
- Support Safal team on other client projects as required

### **Essential Skills and Experience**

- Strong academic record including an undergraduate degree from a nationally recognized university. Masters or doctorate degree required.
- Three to five years professional experience, with prior consulting experience or prior analytical research and writing experience strongly preferred.
- Prior education (particularly charter sector) experience preferred.

- Exceptional written communication skills and strong organizational skills and attention to detail.
- A highly self-motivated work style and willingness to proactively take on projects.
- Flexibility and the ability to deal well with ambiguity and the fast-paced nature of a small organization.
- A well rounded interpersonal skill set with the capacity to work effectively in team settings.
- Passion/commitment for work in the nonprofit or public sector.

This is a full--time position. Successful candidates will ideally work from Safal's Houston office, but virtual work options are possible for exceptional candidates.

**Salary**

Commensurate with experience.

**How to Apply**

Please send a cover letter and resume to [info@safalpartners.com](mailto:info@safalpartners.com).