Development Writing Fellow

The College of Arts & Sciences Office of Advancement is looking for a part-time Development Writer to support the College’s fundraising efforts. The CAS Advancement Office promotes relationships with and seeks financial support from the University’s key constituencies: current and prospective donors, alumni, parents, corporations and foundations, the local community, and the general public.

The main functions of College’s Advancement Office are:

- To identify and cultivate major donor prospects and solicit support for the College.
- To assist the Dean and CAS to identify and highlight development opportunities.
- To promote CAS faculty, programs, and research in organizing events and networking opportunities for alumni and the key constituencies.
- To articulate the needs and priorities of the College.
- To assist and support departments to connect and communicate with their alumni.
- To cultivate long-term relationships between alumni and CAS leadership/faculty through campus visits, volunteer opportunities, academic research, and networking.

POSITION DESCRIPTION

Under the general direction of the Assistant Dean for Advancement and the Director of Development, the CAS Development Writer will create funding proposals for individuals, corporations, foundations, and other organizations; capital campaign-related promotional materials; stewardship reports; and other written materials for internal and external audiences.

- Write and edit proposals with clear, structured, and compelling language that aligns with funder’s giving priorities.
- Write, produce, and review draft cover letters, appeals and acknowledgements, stewardship reports, letters of inquiry, brochures and flyers, direct mail pieces, invitations, web site content, speeches, and event scripts.
- Assist in the identification and research of potential funding sources – foundation, corporate, and/or government funders.
- Participate in development team meetings to gain a better understanding of the development process and its importance to advancing the College’s strategic goals.
- Assist with other fundraising projects as needed.

QUALIFICATIONS

Exceptional writing and editing skills are critical, as well as creativity, initiative, team orientation, and client-focus. The successful candidate must have the ability to organize, set priorities, and manage several projects at once, with minimal supervision. Adaptability and willingness and capacity to "turn on a dime" when priorities change are essential, along with an ability to write in different voices and styles and adjust forms of communication for various constituencies.