



## **DEVELOPMENT WRITER JOB POSTING**

Delta Waterfowl is seeking an experienced, creative and compelling storyteller with a proven track record of producing winning, donor-facing proposals, solicitations and stewardship written materials to individual and institutional funding sources.

As a critically important member of the fundraising team, the Development Writer will partner closely with key members of the fundraising and technical staff to collect, distill and accurately interpret key Delta programs and initiatives, and effectively express that information in the form of compelling and visionary fundraising collateral to support Delta's front-line fundraisers, often on short deadlines.

Additionally, the Development Writer will author important donor stewardship materials such as acknowledgement letters, programmatic and giving-society updates, reports and brochures. As needed, the Development Writer may be involved in writing short, development-related communication for Delta's award-winning magazine and other communication platforms.

This full-time position can be based out of our Bismarck, ND office or work remotely, depending upon the location of the individual selected for this position.

### **ESSENTIAL JOB FUNCTIONS**

- Serve as primary partner with front-line fundraising staff to author, edit and produce winning, donor-facing, major and principal gift proposals to individuals and institutions on tight deadlines.
- In partnership with key fundraising and technical staff, develop and author needs and case statements for prioritized Delta funding needs.
- Author acknowledgment and stewardship correspondence for both major and annual giving donor levels.
- Author content for various, systemic giving society and major donor communication collateral such as fundraising and programmatic initiative updates, brochures and donor-facing reports.
- Author content for custom donor communication projects such as congratulatory greetings, condolence letters, and other specialized fundraising communications, including donor-focused, high-level gift and administrative announcements.
- Assist in writing and editing special (and sometimes technical) briefing materials and other fundraising communications to prospective donors of principal gifts.
- Maintain well-organized records of past and current development and stewardship written materials.
- Perform other duties as assigned.

## **REQUIRED QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Bachelor's degree in English, journalism, publishing, communications or a related field.
- Strong copy writing and editing skills coupled with understanding of best practices in donor-facing written communication.
- Two years or more professional experience creating compelling, written donor solicitation and stewardship materials in a non-profit, development, alumni or public relations setting.
- Ability to routinely deliver multiple creative and accurate written materials on deadline.
- Considerable attention to accuracy and detail in communicating technical information.
- Excellent computer skills, including Microsoft Office and donor database experience.
- Must be able to travel and work evenings and weekends on occasion.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee requires dexterity in using telephone, computer keyboard, mouse, calculator and other office equipment. The employee is regularly required to stand, walk, and navigate stairs. The employee must be able to lift and move up to 40 pounds unassisted. Vision abilities required by this job include close vision, depth perception and ability to adjust focus.

## **EMPLOYEE ATTRIBUTES**

### **Trustworthy and Accountable**

We seek to earn the trust of our donors, the public and each other by being transparent and truthful, respecting confidentiality, and adhering at all times to the highest professional standards.

1. Adheres to the work schedule with few exceptions
2. Timeliness on projects and tasks
3. Willing to accept responsibility with donors, fellow staff, and third parties
4. Confidentiality

### **Resourceful and Adaptable**

We are innovative in how we accomplish our goals, cost effective in our operations and flexible in embracing opportunities.

1. Embraces new ideas and initiatives from supervisor
2. Brings new ideas to improve operations
3. Efficient in expenditures and seeks money saving opportunities

### **Collaborative and Team-Oriented**

We achieve success only through the combined efforts of many. We encourage strong interpersonal skills within our team. We also seek partnerships in respective regions and build on the skills and strengths of staff and volunteers to accomplish our goals.

1. Interpersonal skills
2. Asks for help when needs to from staff, donors, volunteers, and members

3. Offers help to staff, donors, volunteers, and members when needed
4. Creates and nurtures an inclusive work environment

### **Self-Motivated and Passionate**

Delta Waterfowl values a team made up of individuals who can achieve success because of their own enthusiasm and interest in our mission. Our entire organization benefits when our team members are passionate about what they do and how it intersects with our success.

1. Demonstrates mission knowledge
2. Delivers regular autonomous work
3. Offers ideas and suggestions to fellow staff members to improve functionality

### **Expertise and Personal Development**

We value a team member's ability to demonstrate expertise in their area of responsibility while simultaneously embracing personal development as a life-long process. We encourage everyone to continually assess their skills and set goals to maximize their potential.

1. Demonstrates expertise in area of responsibility
2. Seeks opportunities for training and improvement

### **APPLICATION PROCEDURES**

Please submit the following documents to [bsicble@deltawaterfowl.org](mailto:bsicble@deltawaterfowl.org):

- Cover letter
- Resume
- Three professional references
- Writing sample to include a major / principal gift solicitation proposal
- Case / needs statement that you consider most representative of your writing style

*Delta Waterfowl Foundation is proud to be an equal opportunity employer.*