

Position: Development Writer
Department: Principal Gifts & Strategic Initiatives
Reports to: Vice President, Principal Gifts
Status: Full-time, Salaried, Exempt

Development Writer

University of Rhode Island Foundation & Alumni Engagement

Overview:

The development writer plays a key role in advancing the University's fundraising and development initiatives by creating compelling and persuasive written materials. This position collaborates closely with the URIFAE development team, academic leaders, and other stakeholders to craft engaging narratives that effectively communicate the impact and importance of philanthropic support. As a member of the Development team, the development writer researches, develops, and writes gift proposals, concept papers, and customized communications for current and prospective donors in support of the University's fundraising priorities. This role is key to drafting authentic and compelling cases that inspire alumni, parents, and friends to make significant philanthropic investments in the University. The development writer reports to the vice president, principal gifts.

Responsibilities:

Content Creation

- Researches and develops persuasive donor-centric content for a variety of fundraising materials, including gift proposals, concept papers, case statements, impact reports, and other collateral.
- Crafts compelling narratives that effectively communicate the university's mission, vision, and key priorities to inspire philanthropic support.
- Leads the development of high-quality, customized proposals for major and principal gift solicitations, working closely with gift officers and development leadership.
- Ensures that proposals align with the University's strategic priorities and resonate with the values and interests of potential donors.

Research and Collaboration

- Conducts in-depth research focused on University programs, initiatives, and faculty to gather relevant information for development projects.
- Develops a good working understanding of the University, its Colleges, and programs, including goals and priorities.
- Collaborates with subject matter experts, including academic leaders and researchers to obtain insights and information necessary for accurate and impactful content creation.
- Employs skilled and persuasive writing to convey to multiple constituents the power of the University's education and research to transform the lives of individuals and society.

Project Management

- Manages multiple writing projects simultaneously, ensuring deadlines are met and content is accurate, reader-focused, and of the highest quality.
- Collaborates with graphic designers, communications professionals, and other team members to produce visually appealing and effective materials.

Editing and Proofreading

- Edits and proofreads written materials to ensure accuracy, clarity, and consistency in messaging.
- Collaborates with the marketing team to ensure a cohesive and professional writing style across all development communications.

Qualifications:

- Must have excellent communication and writing skills and the ability to present information concisely and effectively, both verbally and in writing.
- Must be a strategic thinker with strong analytical skills; highly organized, able to meet deadlines, problem-solve, act independently and as a member of a team.
- Must possess strong editing, and organizational skills, plus manage multiple tasks simultaneously, prioritize, and work well under pressure.
- Demonstrates good judgment, maturity, personal integrity, strong interpersonal skills, accuracy, and attention to detail.
- Thorough knowledge of Microsoft Office required and an aptitude for working with various software programs.

Education/Experience:

- A bachelor's degree is required
- A minimum of three to four years of writing experience, preferably in higher education or a nonprofit.
- The highest degree of professionalism and discretion in dealing with donors and potentially sensitive matters of donor confidentiality is required.

If you do not fit all of the qualifications, education, or experiences, but still feel you are a great fit, feel free to apply and tell us why in your cover letter.

Hiring Salary Range: \$55,000 to \$67,000 depending on experience

Join the URIFAE team!

Join our growing team of advancement and engagement professionals. We offer competitive benefits, including medical, dental, and vision, generous paid time off, and unparalleled retirement savings programs. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

We are pleased to offer a hybrid schedule for this position, three days in the office, and two days working remotely. One of the remote days will be either a Monday or Friday.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Applications:

Send your cover letter, resume, and salary requirements to: URIFAE Attn: Leo Perrone, Director of Human Resources, 73 Upper College Road Kingston, RI 02881 or email it to URIFAE-hr@etal.uri.edu.

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