



CHRISTIAN  
UNION

## **Development Writer**

### **Position Description**

January 2020

Christian Union seeks a spiritually vibrant nation, marked by Christian values permeating every corner of society. Our means of achieving this end is by identifying, developing and networking transformative Christian leaders.

Christian Union's Development Team supports Christian Union by securing the financial resources necessary to advance the mission of Christian Union. The Development Writer reports to the Associate Vice President of Strategic Gifts, with a dotted line relationship to the VP of Development. The position is critical to the success of the ministry's mission.

#### **DEVELOPMENT WRITER**

The Development Writer provides a wide variety of communication assets in support of the Strategic Gifts, Capital Campaign, Annual, and Mid-tier fundraising efforts. In addition to the writing function, this job is to include minimal but essential support to the senior development staff.

#### **DEVELOPMENT WRITER RESPONSIBILITIES**

1. Continually develop, write, and update general proposal material for specific CU funding projects
2. Working closely with Communication Department, create collateral materials for use by Strategic Gifts team
3. Write customized acknowledgements for major gift financial partners, including ghost writing for CEO, etc.
4. Collaborate in revising and streamlining acknowledgement processes
5. Prepare specific foundation and individual major gift proposals/reports tailored to the specific foundation or individual financial partner.
6. Write Donor Profiles for CU magazine
7. Attend planning sessions for new or continued funding priorities
8. Work individually with DoDs and the AVP of Strategic Gifts to prepare specific foundation and individual proposals

9. Give minimal but critical administrative support to the AVP's of Strategic Gifts and Development to free them up for their more critical responsibility to lead their teams and contribute more effectively at the Leadership Team level
10. Provide scripting for mid-tier donor efforts
11. Other duties as assigned