



CHRISTIAN UNION

Job Description
Development Writer
Christian Union

Reporting Relationship

The Development Writer will report to the Director of Development Communications with a dotted line relationship to the AVP of Strategic Gifts. This is a 10-12 hour a week position.

Duties

- Develop, write, and update general proposal material for specific Development funding projects
- Write customized acknowledgements for major gift financial partners, including ghost writing for CEO, etc.
- Work individually with Directors of Development to prepare specific foundation and larger, specific major gift proposals/reports tailored to the specific foundation or individual financial partner.
- Write Donor Profiles for CU magazine (4x a year)
- Other duties as assigned

Qualifications

- A strong commitment to serving the Lord Jesus Christ
- Strong writing skills
- A passion for the mission and core values of Christian Union
- An understanding of the role of fundraising in a Christian organization and the priority of the giver in every communication
- Highly organized and able to simultaneously manage multiple projects
- Basic design capabilities to create compelling presentations of fundable projects
- A strong work ethic
- A creative, proactive mind related to the task at hand
- Self-motivated and ability to work independently