



**Senior Philanthropy Writer
National Underground Railroad Freedom Center
("NURFC", "Freedom Center")**

Reports to: Vice President, Philanthropy
Department: Philanthropy
FLSA Status: FT/Exempt
Salary: Up to \$60,000 or based upon experience

The statements below reflect the general details considered necessary to describe the major responsibilities of the identified position and are not to be construed as a detailed description of all the work requirements that may be inherent in the job.

Position Summary:

The Senior Philanthropy Writer will create persuasive cultivation, solicitation, and stewardship materials for a wide range of audiences. This individual will collaborate with stakeholders to clearly and compellingly convey the organization's mission, programs and impact through grant proposals and reports, donor solicitation and stewardship materials, regular impact reports, talking points, and briefs. This position is also responsible for the organization of the processes related to submitting grant applications and proposals; initiating and maintaining relationships with program officers and directors at private foundations, corporate foundations, corporations and state and federal government entities; and working with Finance and project directors to ensure compliance. The Senior Philanthropy Writer will be a key member of the Philanthropy team and works closely with the VP, Philanthropy, President & COO, and the Marketing & Communication team.

Primary Responsibilities:

- Communicate the mission, vision, and values of NURFC through clear, compelling digital and print communications for donors and funders.
- Fluent in a variety of styles, ranging from narrative storytelling to technical writing, and able to navigate competing priorities while moving from project to project with ease.

- Serve as principal writer and editor for a wide variety of donor solicitation and stewardship materials, including appeal letters, grant proposals, impact reports, and newsletters.
- Research, compose, edit, and proofread timely and personalized correspondence including gift acknowledgments, condolences, personal greetings, event follow-up notes, etc.
- Proactively gather information related to Freedom Center's grantees and programs, and convey this information succinctly and compellingly, tailored to different audiences.
- Collaborate with colleagues to prepare concise and compelling talking points and briefs to support meetings with donors and prospects.
- Partner with the Curatorial, Programs and Education teams to write, edit, and format grant proposals, reports, cover letters, donor communications, and related materials.
- Edit and proofread drafts of proposals, reports, presentations, and other materials, as requested.
- Ensure all external communications materials are professionally formatted, visually compelling, and adhere to Freedom Center's messaging document, style guide, and brand guidelines.
- Learn and maintain a deep working knowledge of Freedom Center and its vision, mission, values, strategic goals, and programs.
- Other duties as assigned.

Education & Experience:

- Minimum bachelor's degree required.
- Minimum of three years of experience in a non-profit environment with a preference given to experience in grant writing and corporate/foundation relations, journalism, or academic research writing, preferably for mission-driven organizations.

Knowledge, Skills, & Abilities:

- Superior writing and editing skills with an ability to convey a compelling story.
- Demonstrated track record of success securing grants from individual donors and institutional funders.
- Excellent interpersonal, verbal, and written communications skills with superior attention to detail. Flexibility to rework content as needed through multiple drafts.
- Highly detail-oriented and organized, with superior research and editing skills.
- Ability to work collaboratively in a fast-paced environment, managing numerous priorities and emerging opportunities.

- Ability to plan for and meet deadlines. Ability to manage up and across as necessary to meet goals and objectives and ensure timely completion of tasks.
- Excellent interpersonal skills, including the ability to work effectively with people of different backgrounds, lived experiences, and communication styles.
- Familiarity with Raisers Edge (NXT) database or knowledge of Donor Management database.
- Proficiency in Microsoft Office suite.

Additional Information:

This position is 40 hours/week, salary, with benefits. Requires a flexible schedule to meet business demands, with many hours during evenings and weekends, and some holidays. Must be punctual and have reliable transportation. Frequent standing, walking, stooping, crouching.

NURFC is an EOE employer and does not discriminate against any person based on age, ancestry, color, disability, ethnicity, gender, gender identity, gender expression, genetic information, military status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other characteristics protected by law.

The statements below reflect the general details considered necessary to describe the major responsibilities of the identified position and are not to be construed as a detailed description of all the work requirements that may be inherent in the job. An asterisk (*) indicates that this is an essential function of the job as outlined in the American with Disabilities Act.

Apply with resume and cover letter to www.freedomcenter.org/jobs