

Development Writer

The National Park Foundation is seeking a creative and motivated Development Writer for our Philanthropy team. The Development Writer works closely with a variety of front-line fundraisers and operations staff to create fundraising proposals, project summaries and impact reports, stewardship communications and other written collateral in support of a full-scale fundraising effort for internal and external audiences. This position will serve as both editor and principal writer for print and electronic published projects, offering support for projects and opportunities involving individual donors, institutional foundations, capital campaign-related promotional materials, and general stewardship projects. The Development Writer also will collaborate with the Communications and Marketing department to ensure consistency with theme, brand, design, content and delivery, following established NPF guidelines.

RESPONSIBILITIES AND DUTIES

- Prepare proposals or edit and customize pre-existing proposals to prospects for major gift solicitations. Draft or edit gift agreements and other solidifying documents. Create templates for proposals and gift agreements.
- Prepare correspondence from the president, senior vice president, and other staff and volunteers to top donors and prospects.
- Together with donor relations staff, prepare stewardship reports and materials to enable donors to understand and appreciate the impact their gifts have made/are making.
- Together with marketing and communication staff, create compelling and timely content about NPF's fundraising priorities and results for use in print, electronic, and other communication channels.
- Organize fundraising and campaign information for effective presentation in publications, web sites, and other media.
- Compile data and produce presentation decks for presentations, meetings, board reports, etc.
- Perform other tasks as assigned.

ESSENTIAL EXPERIENCE, SKILLS AND COMPETENCIES

The ideal candidate should have the following:

- Hold a bachelor's degree from an accredited college or university.
- Have a minimum of three-five years of experience in writing for development/fundraising, communications, media relations, or related field.
- Gather information by means of interviews, database research, etc.
- Have experience with relational databases, preferably The Raiser's Edge.
- Demonstrate an affinity for the mission of the National Park Foundation.
- Preferred education and experience:
- Knowledge of standard concepts, practices and procedures related to the position, including: expertise in use of English grammar, punctuation, and syntax; understanding of branding and positioning strategies for the institution and for specific projects; ability to "ghost write" for senior officers and other Foundation leadership; ability to learn subject-specific terminology for use in developing written materials; knowledge of when and how to use various channels of communication.

- Demonstrate outstanding writing, editing, and proofreading skills, including abilities to prepare materials for different audiences and purposes, including “ghost writing” for NPS senior leaders, staff, and volunteers. Exhibit best practices in proposal development, understanding branding and positioning strategies and how to use various communication channels.
- Demonstrate extremely strong proficiency with Microsoft Word, Excel, and PowerPoint.
- Demonstrate ability to handle multiple projects and produce high quality results in a timely manner and to work both collaboratively and independently.
- Interact effectively with a wide variety of people, including NPF staff, donors, and others inside and outside NPF.

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to use hands to operate office equipment and computing resources.
- Employee frequently is required to sit; reach with hands and arms; and stoop, kneel, crouch, and often required to stand and walk.
- Employee must be able to sit for periods of time using office equipment and computer.
- Position may require moderate lifting of supplies and materials from time to time.
- The working environment is a general office environment with low noise level.
- Professional attire is required.

ABOUT NPF

The National Park Foundation, in partnership with the National Park Service, enriches America’s national parks and programs through private support, safeguarding our heritage and inspiring generations of national park enthusiasts.

Chartered by Congress in 1967, the National Park Foundation is rooted in a legacy that began more than a century ago, when private citizens from all walks of life took action to establish and protect our national parks. Today, the National Park Foundation carries on that tradition as the only national charitable nonprofit whose mission is to directly support the National Park Service.

TO APPLY

- If you know you are the “right” candidate for this position, we want to hear from you. Please submit your application materials to our online portal in [WorkForceNow](#).

National Park Foundation is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.