

DEVELOPMENT RESEARCH ANALYST AND WRITER OFFICER

JOB DESCRIPTION

Overview

The Foundation for Food and Agriculture Research (FFAR) invites candidates to apply for the position of Development Research Analyst and Writer. This position reports to the Director of Development and provides support to the central development team in the production of research and fundraising materials as a member of a team of development professionals.

POSITION DESCRIPTION

The Development Research Analyst and Writer will collaborate with other members of the development team on ...

1. Collecting prospect and donor information, analytics support, create concise, accurate, and timely ratings and research profiles and reports using biographical information, financial data, news, philanthropic history, etc. and create donor and prospect profiles
2. writing fundraising project summaries, funding proposals, stewardship reports, and other written materials for internal and external audiences serving as project manager, editor, and/or principal writer for a wide variety of print and electronic projects, including funding projects; capital campaign-related promotional materials; annual stewardship reports for select donors; events and project summaries for a diverse array of fundraising goals.
3. types of projects include but are not limited to organizational and donor profiles, formal proposals, letters of inquiry, brochures and flyers, campaign and appeal electronic and printed materials, invitations, web site content, speeches, event scripts and presentations.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Identifying and qualifying new prospects for development
2. Supporting the research needs of development
3. Providing research for meetings and other proactive projects
4. Creating concise, accurate, and timely profiles using biographical information, financial data, news, and philanthropic history, while adhering to professional standards such as an individual's fundamental right to privacy and protecting confidential information
5. Tracking and disseminating news and information about top donors and prospects
6. Manages development writing projects, as assigned, from inception through delivery.
7. Writes and edits additional development-oriented copy as assigned.
8. Periodically provides updated content for development sections of FFAR web site
9. Represents Development office to other FFAR departments
10. Performs other duties as assigned or requested.

MINIMUM QUALIFICATIONS/EXPERTISE

1. Bachelor's degree
2. Three to five years minimum of professional experience in research, business or technical writing, communications, media relations, or related field.
3. Familiarity with development and research databases and search engines for building donor and prospect profiles.
4. Knowledge of standard concepts, practices and procedures related to the position, including: expertise in use of English grammar, punctuation, and syntax; familiarity with appropriate business software applications; use of best practices in proposal development; ability to conduct research; understanding of branding and positioning strategies for the institution and for specific projects; ability to "ghost write" for staff, and volunteers; ability to learn subject-specific terminology for use in developing written materials; knowledge of when and how to use various channels of communication.

KNOWLEDGE/SKILLS

1. Knowledge of Microsoft Office 365 suite required.
2. Be a "circular thinker as prospect information is not always easy to find, and creative thinking about linkages and possible trails to follow are necessary.
3. Must be curious, focused, and knowledgeable in interpreting financial statements, stock transactions, proxy statements, annual reports and analyze the data.
4. Familiarity with Internet search strategies and online subscription services such as Foundation Directory, DonorSearch, etc.
5. Willingness to learn how to develop analytics models.
6. Demonstrated knowledge of business correspondence, marketing materials and reports.
7. Strong writing, editing and proofreading skills.
8. Ability to develop, package and produce content in publications, web sites, and other media.
9. Ability to work independently and as part of a team.
10. Ability to produce high-quality work on deadline. Comfortable managing multiple projects, priorities and deadlines.
11. Commitment to the highest standards of donor service and professionalism.

RESPONSIBILITIES

- Support the Director of Development in managing a vibrant and comprehensive development program and related activities as assigned
- Work collaboratively with FFAR communications, program and operational staff
- Other tasks, contributing to departmental goals and assisting smooth flow of development operations by accomplishing related duties as required

To Apply

Please send a resume, writing sample and cover letter indicating your salary requirements to rbullion@foundationfar.org. Please specify DEVELOPMENT RESEARCH ANALYST AND WRITER in the subject line of your message.

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws, and applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.