

# THE UNIVERSITY OF ARIZONA FOUNDATION

## POSITION ANNOUNCEMENT

**Job title:** Proposal Writer  
**Department:** Development Services  
**Hours:** 40 per week  
**Opening:** March 20, 2015  
**Classification:** Exempt, Professional Staff

**Closing:** Open Until Filled  
**Benefits:** Yes

### General Position Summary:

This position develops and edits targeted, strategic donor communications to assist the organization in meeting its fundraising goals. Donor materials may include gift proposals, letters of inquiry, concept papers and case statements for individuals, corporations, and foundations; and progress reports to donors. The proposal writer will participate in and lead proposal development teams, serving as writer and editor on a number of high-level projects. Additionally, the proposal writer will create templates, boilerplate text, and other resources for the campus community for use in solicitations; coordinate graphic design of select proposals; and facilitate an ongoing dialogue between the University's fundraising priorities and themes and proposals prepared for donors.

### Supervisory Responsibilities:

No supervisory responsibilities at this time.

### Essential Functions/Major Responsibilities:

- Acquires and maintains a sound understanding of the University and its associated programs, and fundraising/marketing themes and priorities.
- Works with Foundation staff, administrators, faculty, and development staff to produce and polish proposals and other written communication for donors and prospects.
- Leads proposal development teams, drawing from published information and interviewing faculty, administrators, and development staff to develop cases for support. May engage with donors and volunteers as part of proposal process.
- Oversees proposal publication process as needed, including graphic design, editing, and publishing. Works with outside services and vendors.
- Develops and disseminates best practices information related to proposals as well as proposal tools and templates.
- Assists in creating processes to prioritize project requests and manages multiple projects on deadline.
- Provides editorial and communications consultation on proposals as assigned.
- Provides proposal support for corporate and foundation proposals and participates in the activities of the GIFT Center as needed.
- Performs other related responsibilities as assigned by supervisor.

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### Specific Job Skills:

- Strong writing, editing, and interviewing skills, creativity, good interpersonal and communication skills. Careful attention to detail. Ability to reframe specialized and scientific information in a compelling way for a general audience.
- Ability to meet deadlines and handle multiple projects simultaneously.
- Ability to prioritize assignments effectively.
- Excellent writing skills.
- Excellent communication and interpersonal skills.
- Ability to understand and work within budgetary procedures, policies, and restrictions.
- Skill in operating PC-based software such as word-processing (MS Word), internet, and spreadsheets (Excel).
- Physical ability to operate basic office machinery.
- Can contribute to and adapt in a highly collaborative working environment.

### Minimum Qualifications:

- Bachelor's degree in any discipline, with an emphasis on writing skills; AND
- One year of experience with writing in grants, journalism, marketing, or related field.
- Any equivalent combination of experience, training and/or education as approved by Human Resources.
- Ability to work effectively with a wide variety of individuals, including development officers, deans, faculty, donors, and staff at corporations and foundations.

### Preferred Qualifications:

- Master's degree in any discipline, with an emphasis on writing skills.
- Demonstrated experience and ability to research projects through a variety of means.
- Knowledge and experience of fundraising and development functions.
- Experience in a higher education setting.

### Work Environment:

This position will work in a standard office environment, spend a large amount of time sitting, and spend a large amount of time on a computer.

### To Apply:

Please send a letter of interest, resume, and three professional references (include job number **DS1507** in the subject line) to:

The University of Arizona Foundation, Attn: Human Resources  
1111 N. Cherry Avenue  
Tucson, Arizona 85721  
Fax (520) 621-2975

\*E-mail [hrdept@uafoundation.org](mailto:hrdept@uafoundation.org)

**\*E-mail submission is the preferred method in Word or PDF format\***

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