



Job Title: **Development Writer**
Reports to: **Development Director**

DESCRIPTION:

Camp Aranzazu's Development Writer primarily will draft proposals and reports for individual, foundation, and corporate supporters. This position will manage a portfolio of donors and identify prospective donors to help grow the organization. The ideal candidate will have been involved in creating and editing written content for proposals, donor reports, fundraising appeals, public relations documents, and websites. The position is based in Houston, but may require occasional travel to the Coastal Bend and San Antonio.

ESSENTIAL JOB FUNCTIONS:

- Grant management (75%)
 - Proactively manages deadlines for proposal and report submission
 - Writes high-quality, moving grant proposal narratives and supporting documents
 - Works with Development Director to maintain up-to-date knowledge of prioritized needs
 - Develops and maintains a proposal calendar and annual grants strategy
 - Assists in the research of prospective individual, corporate, and foundation supporters to solicit new grants
 - Works with development staff to significantly increase revenue from all philanthropic resources
- Development writing (15%)
 - Develops high-quality reports for endowment, capital, and operations donors
 - Assists with drafting of two newsletters and two direct mail campaigns
 - Drafts web site copy
- Special event support (10%)
 - Creates and, if needed, distributes press releases for events
 - Drafts event solicitations and donor acknowledgement letters
 - Assists with donor outreach as needed
- Other duties as assigned

QUALIFICATIONS:

- Minimum 1 year of grant writing experience
- B.A. or B.S. degree from an accredited institution or comparable relevant experience
- Proficient in Microsoft Office suite and eTapestry, Raiser's Edge, or similar database
- Strong writing skills with good command of spelling, grammar, and punctuation
- Ability to proofread, edit, and verify the accuracy of a variety of documents
- Close attention to detail and ability to multi-task and set priorities
- Self-discipline to work independently and empathetic communication skills to be a team player
- Able to maintain strict confidentiality and high ethical standards

PHYSICAL REQUIREMENTS:

Applicant must have the ability to sit for long periods of time, hold hand and wrist for prolonged keyboarding, and lift 25 pounds.

CAMP ARANZAZU:

Camp Aranzazu (*pronounced Ah ran zah zoo*) is dedicated to enriching the lives of children and adults with chronic illnesses and special needs by providing unique camping, environmental education, and retreat experiences. "Aranzazu" is a Basque term that means "a spiritual place requiring a difficult path to reach."

The camp's compensation package includes full health benefits covered by the employer, 401k after one year of service, annual vacation, and a discretionary bonus.

To apply, please email your resume to Kate Plouvier, katep@camparanzazu.org. We thank all applicants for their interest; however, only those candidates identified for further consideration will be contacted. No phone calls, please.

Camp Aranzazu is an Equal Opportunity Employer.