JOB TITLE: PHILANTHROPY WRITER, HAWAII CHAPTER

JOB FAMILY: Marketing and Membership

JOB NUMBER: 900007 (Writer/Editor II)

SALARY GRADE: 6

FLSA STATUS: Exempt

BASIC QUALIFICATIONS:

• Bachelor’s degree and a minimum of 4 years related experience or equivalent combination.
• Experience writing and editing one or more of the following: funding proposals and grant reports; magazine, newspaper, newsletter or website articles; annual reports; fundraising campaign brochures; or equivalent.
• Experience coordinating multi-dimensional projects; meeting multiple, tight deadlines.
• Experience with databases, and with MS Office, Word, Excel, and navigating the Internet.
• Experience using basic graphics and layout tools to incorporate images, photos, maps and other graphics into documents.

ESSENTIAL FUNCTIONS:
The Philanthropy Writer is responsible for researching, writing and editing all grant proposals seeking funding from individuals, corporations and foundations for the Hawai‘i Chapter of The Nature Conservancy, including the chapter’s forest, marine and Palmyra Atoll conservation programs; and for programmatic and financial reporting on all private grants received. The ideal candidate understands tropical marine and forest/terrestrial conservation issues well enough to work effectively with program staff and present project and scientific information in easily understandable, clear English.

The writer works with fundraising, conservation, science, legal, finance and communications staff to develop grant proposals, reports and budgets and to monitor all uses of grant funds to ensure compliance with donor intent and financial requirements. The writer manages the proposal and report information gathering and writing process, sets schedules and deadlines, coordinates input from program staff, writes, edits and coordinates comments to produce high-quality proposals that help persuade donors to contribute to our work, and reports that convince them their gifts were used wisely. The writer works with philanthropy and program staff to monitor all activities and budgets for grant-funded programs to ensure compliance with donor intent and financial requirements. The writer achieves quality results by meeting sound proposal-writing standards, including readability, consistency and tone, and ensures accuracy by reviewing the proposals and reports with project managers and other key sources of information. The writer also produces other philanthropy related pieces, including some newsletter content, donor update letters, donor gift acknowledgement letters and other donor correspondence, appeal letters, program and project descriptions, field trip descriptions and event invitations and other documents as needed.

PREFERRED QUALIFICATIONS:

• Superb writing, editing and proofreading skills.
• Bachelor’s degree in journalism, English, communications, marketing or similar field and 4-6 years of related experience or equivalent combination. Experience in fund-raising writing and editing preferred.
• Experience writing compelling, high-quality grant proposals and reports, and/or newspaper or magazine reporting and writing, researching and editing.
• Experience developing, tracking and reporting on multiple complicated budgets.
• Experience developing and reviewing annual and multi-year budgets for proposals and reports.
• Strong information-gathering, organizing and editing skills, as well as excellent attention to detail.
Experience in conducting interviews, researching and compiling information from many sources.
Thorough knowledge of rules of grammar and principles of good style.
Familiarity with The Associated Press Stylebook and other guides, such as the Chicago Manual of Style.
Ability to set priorities, organize and manage diverse activities and meet deadlines under the pressure of time.
Knowledge of marine and forest conservation and resource management. Hawai‘i experience preferred but not required.
Compelling and persuasive written and oral communication skills.
Demonstrated experience in MS Office, especially Word (text, layout and graphics features) and Excel
Ability to manipulate, analyze and interpret data.

COMPLEXITY/PROBLEM SOLVING:
Coordinate multiple projects with several variables, set realistic deadlines, and manage a timeline.
Interpret guidelines and analyze factual information to adapt or modify processes in response to changing circumstances.
Work is diversified and may not always fall under established practices and guidelines.
Duties require non-routine analysis, research and follow-through.
Act as a problem-solving resource for others.

DISCRETION/LATITUDE/DECISION-MAKING:
Work independently without requiring detailed managerial oversight.
Makes sound decisions based on analysis, experience and judgment.
Decisions may affect other staff in program area.

RESPONSIBILITY/OVERSIGHT –FINANCIAL & SUPERVISORY:
May supervise administrative and professional staff with responsibility for performance management, training, and development.
Serve as a team leader for assigned projects and coordinate the work of others.
Gain cooperation from individuals or groups over whom there is no direct authority in order to accomplish program goals.
Financial responsibility may include working within a budget to complete projects, and negotiating and contracting with vendors.

COMMUNICATIONS/INTERPERSONAL CONTACTS:
Formulate and clearly communicate ideas to others. Develop ability to persuasively convey the Conservancy’s mission to diverse groups including donors, members, board members, the public and others.
Solicit program support through written communications, including proposals, reports and other written materials.
Solid communication and presentation skills.
Demonstrated confidence in providing editorial advice and critiquing the writing of senior-level staff.
Leverages constructive and effective relationships inside and outside the Conservancy.

WORKING CONDITIONS/PHYSICAL EFFORT:
Work is performed in a typical office setting but may require willingness to work long hours as required.
Occasional travel required.
Work effectively with demanding constituents.
Ability to work under stress during peak workload periods. Dedication to meeting deadlines required.

TO APPLY:
Please complete an online application by 5:00pm HST, November 30, 2012 at www.nature.org/careers and upload a resume and cover letter as one document. Your cover letter must address how you meet the five basic qualifications required above.
The Nature Conservancy is an Equal Opportunity Employer.