

Development Writer

Germantown Friends School is seeking an independent, highly organized individual who is passionate about crafting clear and compelling content, to serve as Development Writer. This role is responsible for all stewardship, reporting to funders, grant writing, and support with fundraising announcements and communications.

Working with the Director of Development and coordinating closely with the Communications & Marketing team, this individual will develop content and messaging across platforms for donor engagement, stewardship, and communications, ensuring that donors and the broader community are apprised of the impact of philanthropic support and helping to inspire future support. The successful candidate will bring creativity, a collaborative approach, and strong writing to ensure that all content is timely and compelling.

The Advancement Department works strategically and collaboratively with school leadership, colleagues across campus, and volunteers to raise funds for programmatic, endowment, and capital priorities. This is an opportunity to be part of a dynamic team during a transformational campaign that will pave the way for the next phase of Germantown Friends School's growth.

Responsibilities

This position requires an individual who has a strong attention to detail, exceptional organizational skills, efficient and skillful writing, and passion for crafting a compelling narrative.

Stewardship Writing

- Coordinate closely with Development and Programs staff to source and write updates for all stewardship letters, updating donors on the impact of their support.
- Proactively identify activities and content within the school that may be relevant to particular donors, helping frontline fundraisers to keep donors apprised and engaged.
- Craft annual series of acknowledgment letters and one-offs, as needed throughout the year, on behalf of gift officers.
- Write condolence letters, annual giving outreach on behalf of school leader and occasionally gift officers (particularly around Giving Day).

Development Writing

- Develop content for appeals.

- Working closely with Development and Communications staff, develop compelling grant proposals and reports.
- Work with the Development and Communications staff to write key content for the annual Report of Gifts and the Access & Affordability report on the impact of philanthropy on scholarship and financial aid, as well as other signature reports.
- Support content development on important priorities, as needed, for the upcoming campaign.

Alumni Engagement Writing

- Compile Class Notes, as well as articles about alums and donors for the GFS Bulletin, the bi-annual alumni magazine.
- Write content for 4-6 editions of the alumni e-newsletter.
- Develop articles for the Alumni of Color spotlight series and other alumni content for the website.

Other duties as assigned.

Requirements

- A Bachelor's degree in communications, English, journalism, public relations, advertising, or related field required.
- A minimum of 2-5 years previous professional experience in a communications role is required. Specific experience in stewardship and donor relations writing preferred.
- Exceptional writing, research, proofreading and project management skills along with the ability to adapt style and voice to writing on behalf of varied audiences.
- Strong interpersonal and strategic planning skills, with a high degree of competency interaction with internal staff, students and occasional external stakeholders and donors.
- Ability to work both independently and collaboratively as part of a diverse and close-working team.
- Demonstrated ability to organize tasks and priorities, manage multiple projects and meet tight deadlines.
- Fluency in Microsoft Office, Adobe Creative Suite, and Adobe Acrobat required.

- Ability to work occasional evenings and weekends. Experience in Development preferred.
- Proficiency in Microsoft Office products, including Excel, PowerPoint, and Word, as well as Google Docs preferred.
- Independent worker and thinker as well as a team player.
- An understanding of and appreciation for independent school education and the mission and Quaker values of Germantown Friends School.

Interested candidates should send a cover letter, resume, up to four relevant writing samples, and three references to resumes@germantownfriends.org. Please include “Development Writer” in the subject line.

ABOUT GERMANTOWN FRIENDS SCHOOL

Germantown Friends School is an equal opportunity employer committed to diversity in its student body, faculty and staff. The school does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally

protected class status. People demonstrating a commitment to diversity and multiculturalism in education are encouraged to apply. For more information about the school, please visit our website at www.germantownfriends.org.

Germantown Friends School is a Quaker, independent, co-educational day school, serving early childhood-12th grade. Located in northwest Philadelphia, the school is home to a vibrant intellectual community, located in a historic neighborhood, serving a diverse school community, with a robust educational program that is grounded in Quaker principles. For more information about the school, visit www.germantownfriends.org.

TITLE IX AND SECTION 504 NOTICE OF POLICY

Consistent with Title IX of the Educational Amendments of 1972, GFS does not discriminate on the basis of sex in its educational programs and activities, including respecting employees, and is required by Title IX and applicable federal regulations to refrain from such discrimination. In addition, GFS does not discriminate on the basis of disability in matters of admissions, access, employment, services, or in educational programs or activities it operates in violation of Section 504 of the Rehabilitation Act of 1973 or its implementing regulations.

Inquiries or complaints concerning the application of Title IX or
Section 504 may be referred to the following:

Ted Oxholm

History Teacher, Assistant General Counsel Germantown Friends
School

31 West Coulter Street

Philadelphia, PA 19144

215-951-2300

TOxholmATgermantownfriendsDOTorg