

**UC San Diego****SENIOR WRITER - 126608**

Filing Deadline: Thu 11/23/2023

Hiring Pay Scale: \$60,000-\$70,000/Year

UC San Diego values equity, diversity, and inclusion. If you are interested in being part of our team, possess the needed licensure and certifications, and feel that you have most of the qualifications and/or transferable skills for a job opening, we strongly encourage you to apply.

This position will remain open till filled. Initial application review date: 11/23/2023.

UCSD Layoff from Career Appointment: Apply by 11/14/2023 for consideration with preference for rehire. All layoff applicants should contact their Employment Advisor.

Special Selection Applicants: Apply by 11/23/2023. Eligible Special Selection clients should contact their Disability Counselor for assistance.

This position will work a hybrid schedule which is a combination of working onsite on Campus and Remote.

**DESCRIPTION**

Under the leadership of University Development's Chief of Operations and with work direction from the Director of Development Communications, the Senior Writer is responsible for independently researching and writing for, as well as tracking and reporting on a variety of development strategies that support University Development programs and initiatives. Working in collaboration with Advancement communications colleagues, development officers, deans, administration, staff, and faculty, the Senior Writer's primary responsibilities include case statements, white papers, PowerPoint presentations, stewardship reports, and personalized proposals for principal and major gift level prospects and donors in support of the university's fundraising goals. These projects range from highly technical scientific projects to marketing pieces intended for a variety of audiences to highly personalized communications.

The Senior Writer will research, analyze, compile, and evaluate data and produce reports to support principal donor and prospect management activities for effectiveness, reporting results to the Director of Development Communications. The incumbent will develop internal procedures to streamline writing requests, content management reviews and approvals, and provide guidance to

development professionals and assistants on communications practices and protocols. The Senior Writer will write or edit a variety of comprehensive and difficult material for stylistic consistency, logic, organization, rational development of content, and emphasis. The incumbent will research, select sources for and conduct interviews, and ensure accuracy of written pieces. Will recommend content and layout, edit, and coordinate production of a variety of printed and online material, or conversion of printed pieces to online formats and archives.

Overtime and weekends may be required.

**Applicants may be required to complete a writing/editing sample as part of the interview process.**

### **QUALIFICATIONS**

- Bachelor's degree in a relevant field, or equivalent combination of education and experience, preferably in a higher education environment.
- Demonstrated organizational and research abilities, with strong attention to detail and accuracy, including analyzing large amounts of information from disparate sources and synthesizing it into cogent and concise written form.
- Thorough knowledge of issues in higher education, a specialized academic discipline or field and / or health sciences. Demonstrated ability to research material related to and write in a variety of styles for audiences including individuals, foundations, and corporations, and a demonstrated knowledge of the philanthropic goals and preferences of such organizations.
- Working knowledge of the dynamics of fund raising and the concepts of development and advancement or equivalent. Experience using a constituent management database preferred.
- Ability to grasp and integrate into practice university gift policy and management procedures. Ability to understand and work with financial information.
- Thorough knowledge of the fundamentals of writing, grammar, syntax, style, and punctuation.
- Demonstrated composition/spelling/proofreading skills; excellent understanding of the rules of English grammar and syntax to write clear, concise and compelling fundraising collateral material.
- Thorough knowledge of appropriate editorial style and publication guidelines.
- Thorough skills to write clear, lively, engaging and compelling copy in a variety of styles appropriate to target audiences and / or the broader public, while ensuring adherence to the location's message.
- Thorough knowledge of the location, including its mission, goals, achievements, infrastructure, programs, and policies.
- Knowledge of computer applications for publishing, image handling, and / or

web production. Demonstrated ability and knowledge of writing for multimedia presentations and content for web.

- Thorough research and fact verification skills.
- Thorough interpersonal communications skills, including active listening and effective collaboration skills. Ability to interact in a positive, tactful and professional manner with all levels of the organization including executive administration and a diverse and demanding clientele. Ability to communicate effectively one-on-one or in group settings, taking into account differences in social, cultural, professional, and educational backgrounds.
- Thorough analytical and critical thinking skills.
- Thorough attention to detail, project management and organizational skills. Ability to initiate and complete tasks with minimal supervision. Ability to prioritize work, manage multiple tasks and meet deadlines in a time-constrained environment.
- Demonstrated understanding of the importance of ensuring an equitable, inclusive, and diverse working environment, with the ability to work as a part of a diverse and collaborative team.
- Demonstrated understanding of philosophy of quality service and group process, with proven aptitude for working as part of a team. Proven ability to encourage and develop a collaborative and positive environment and foster the Principles of Community.
- Demonstrated ability to interview and work with a diverse group of individuals who provide the basis for materials to be developed. Knowledge of message development and communications management.
- Skill to maintain confidentiality.

### **SPECIAL CONDITIONS**

- Job offer is contingent on clear Background Check.
- Must have access to reliable transportation.

### **Apply Online:**

<http://50.73.55.13/counter.php?id=272045>

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation. For the complete University of California nondiscrimination and affirmative action policy see: <http://www-hr.ucsd.edu/saa/nondiscr.html>

UC San Diego is a smoke and tobacco free environment. Please visit [smokefree.ucsd.edu](http://smokefree.ucsd.edu) for more information.