

Carleton Job Posting Alert: Development Writer and Communications Strategy Specialist-
Job ID J0921-0837

Department: University Advancement
Job Title: Development Writer and Communications Strategy Specialist
Job Type: Continuing Full Time
Employee Group: Administrative Staff - CUPE 2424
Salary (with Salary Rate): 79,373.00 - 85,792.00/Year

Carleton University's Department of University Advancement is searching for a strategic, creative candidate with outstanding writing skills for our Development Writer and Communications Strategy Specialist position.

Working in close collaboration with university leadership, Advancement management and front-line fundraisers, this position is responsible for assisting in planning and creating fundraising materials and related communication strategies for high-level development programs. Reporting to the Director, Digital Transformation, the successful candidate will serve as researcher, editor and principal writer for print and electronic material submitted to foundations, corporations or individuals, including cases for support, letters of inquiry, proposals, stewardship reports and correspondence. The candidate will also serve as a strategic communications consultant on critical fundraising priorities.

The role requires extensive experience with high-level development and fundraising initiatives, including strategic stewardship and donor and volunteer engagement, in a complex organization. Above all, the candidate must have proven proposal and/or grant writing and proof-reading skills, along with a record of producing clear, concise and convincing funding applications, proposals, fundraising collateral and other written communications for a variety of audiences.

To apply click on the link below:

<https://carleton.ca/hr/career-opportunities/staff/>