



**Job Title:** Senior Development Writer

**Workband:** S

**Location:** Remote/Global

**Team:** The Senior Development Writer is a member of the Development Team, and in the present accountability structures is line managed by the Co-Directors of Philanthropy while building and working in more self-organized and collaborative ways.

**About Global Greengrants Fund:**

Global Greengrants Fund is a leading funder of the world's grassroots environmental and climate justice movements. Since 1993 we have been growing our networks of activists, experts, donors, and leaders to provide these movements with the resources they need to work toward a healthy and just future.

Global Greengrants uses a variety of participatory grantmaking models to provide funding and other forms of support to grassroots groups around the world. We work with over 200 grantmaking advisors from around the world, all of whom are experts and activists, connected with the grassroots movements, issues, and challenges in the regions where they work. These advisors make grantmaking decisions as members of our organization's regional and thematic advisory boards, of local funds that grew organically out of advisory boards in the regions where we work, and of other organizations that share our mission and values. We strive, however, for our grantmaking to be a relationship rather than a unidirectional flow of resources. Relationships built on trust and shared learning are essential to the success of our grantmaking. Our advisors help the organizations they fund with mentoring and connections to larger movements and other institutions. By bringing back ideas and knowledge from grantees, advisors also help their colleagues and broader movements to work out new solutions to the problems that confront them.

**Senior Development Writer Context:**

Global Greengrants Fund seeks to deepen our work and grow our role in the global ecosystem as we identify needs and opportunities for more substantial internal and external exploration, learning, and collaboration. One of our critical needs, especially in relation to developing and maintaining long-term relationships with donors, is written materials in which the complexity and impact of our grantmaking work, our rich analyses, and our dynamic internal initiatives, processes, and ideas are articulated in language that is accessible, equitable, and inspiring to our current and prospective donors. Alongside the outreach and personal relationship building of our Philanthropic Partnership Officers, the written information our donors receive is one of the keys to the success of our fundraising.

The Senior Development Writer will focus their time on managing the writing and finalizing of our most complex proposals and reports and assist Philanthropic Partnership Officers in drawing out and articulating the central goals and outcomes of grants, to help ensure that our relationships with donors continue to move beyond transactional and into long-term learning and a shift in philanthropic behaviors. The second focus will be to create other donor-facing written materials for donor stewardship as needed.

The Senior Development Writer role will require collaborating interdepartmentally to align on what information is most important to share with donors through accessible and inspirational materials that help effect change. This role will also require involvement with and an understanding of our additional organizational initiatives (Transformative Journey, including ecosystem and field building initiatives,

Organizational Care Initiative, Strategic Journey, among others) to be able to share the relevance of this work with donors as well.

**The Role:**

The Senior Development Writer requires strategic thinking, excellent project management skills, an ability to nurture effective collaborations, analytical thinking, strong writing skills, and deep knowledge and embracing of Global Greengrants Fund's mission, values, and goals. This person is responsible for developing persuasive fundraising and institutional development materials for a wide range of audiences, including foundations, governments, corporations, and individuals. The Senior Development Writer sets the tone for Global Greengrants' written engagement with donors that can be used by the Development Team in stewarding donors and engaging prospective donors. This role oversees the timely creation and maintenance of a wide portfolio of compelling stewardship materials, including text that translates the vision, learning, and work of Global Greengrants into language that is accessible, engaging, and reflects our values of equity and inclusion, and guides the Grant Writer in the completion of tasks delegated to that position.

**Core responsibilities of the Senior Development Writer (the following is a list of priorities identified, but not exhaustive, to deliver the above objectives):**

- Work closely with the Learning, Programs, Grants Management, Communications, and Development teams to create written stewardship materials to be used by the Development team including proposals, reports, and other communications for current and prospective individual, foundation, and corporate donors. Other written materials may include funding rationales, in-depth thematic analyses, grantee stories, and organizational updates.
- Regularly consult with the global advisory board network, and strategy, program, and learning staff to gain an understanding of goals, developments, and strategy to best frame the organization's work in a persuasive, clear way.
- Provide considered language and analyses around sensitive and/or complex topics for use in written communications with donors.
- Work with Communications, Programs, and Development teams to plan and create a robust library of donor materials that explore issue areas, learnings, and analyses accessibly, and in-depth.
- Facilitate cross-team collaboration to ensure that Development is aware of and has access to useful information about learning and grantee work and contexts.
- Project manage the entire process for the creation of written deliverables for the Development team, including developing timelines, facilitating cross-team discussions, liaising with grants management for data, with finance, and programs to ensure writing deliverables satisfy donor needs, and sharing written materials internally for further leveraging.
- Oversee the delegation to and production of reports and proposals by the Grant Writer and supervise the US portion of that position.
- Revitalize general support proposal and report templates, thank you letters, and template supplements on an annual basis.
- Work with Communications to ensure consistency of external messaging and effective cross-team collaboration and provide occasional writing support for Communications, if needed.
- Work with Grants Management to develop the production of useful data from stewardship materials from the grants database.

### Essential Values and Competencies:

- Commitment to the guiding principles, mission, and values of Global Greengrants Fund.
- Commitment to a value-based intersectional framework and its implications for organizational practices and principles of anti-oppression.
- Transparency and accountability
- Critical thinking and analysis
- Strategic risk management
- Build strong interpersonal relations from the role - across both organizations (up, down, and across and externally)
- Influencing & resolving differences across boundaries
- Self-awareness and insight

### Essential Knowledge, Skills, Abilities, and Experience:

- Significant relevant experience in similar roles in non-profit environmental justice, feminist, gender, human rights organizations, and/or funding organizations.
- Good knowledge of issues in environmental philanthropy and grantmaking. 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.
- Demonstrated exceptional written, expository, and verbal communication skills.
- 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.
- 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 the fundamentals of writing, grammar, syntax, style, and punctuation.
- Skills and experience in writing 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 organization's message.
- Comfort working effectively across silos, collaborating with multiple departments, as well as with external stakeholders.
- Excellent organization skills with extensive experience in project and program management, ability to develop, monitor, and evaluate an operational plan with multiple projects, multiple deliverables, and deadlines; ability to plan, organize, and lead the implementation of plans and processes.
- Demonstrated capacity to think strategically, innovatively, and analytically, with expertise in complex problem solving, decision making, and critical thinking skills, displays good judgment.
- Excellent interpersonal understanding, relationship building, and interpersonal skills to build strong alliances with diverse constituencies and manage complex politics, positioning, and relationships.
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment.
- Fluency in English; proficiency in other languages preferred.
- Strong expertise in the use of various software and a high level of computer literacy (MS Office Suite, Google Apps, instant messaging, and virtual team collaboration software such as Trello, Zoom, Slack, Asana, Raiser's Edge, and/or other donor management systems).
- Ability to travel within the US and the rest of the world (approx. 2-3 weeks per year).

Desirable Knowledge, Skills, Abilities, and Experience:

- Relevant lived experiences related to GGF's work and community.
- Experience of shared leadership models of work, and more collaborative, self-steering ways of working.
- Understanding of and interest in Global Greengrants Fund's work and environmental and climate justice, human rights, and philanthropy is highly desired, as well as lived experience of the issues GGF works on, including environmental and social justice issues.
- Knowledge and understanding of the Global South grassroots movements