

## **Development and Research Writing Fellow**

The Office of Foundation Relations is looking for a part-time Development Writer and Researcher to support fundraising efforts across the University of Miami.

The Office of Foundation Relations works with faculty to identify and apply for grants from corporations and foundations.

### **POSITION DESCRIPTION**

Under the general direction of the Senior Director of Foundation Relations, the Development Writer and Researcher will help faculty find strong funding matches for their projects, develop compelling grant proposals and letters of intent, and prepare other written materials related to the grant-seeking and grant-application processes.

- Identify foundation funding matches for competitive priority programs, to include meeting with faculty to learn about their work.
- Produce profiles of key foundations and companies.
- Create funding opportunity announcements for dissemination via various channels.
- Write/edit grant proposals and letters of intent, using clear and compelling language that aligns with funder's giving priorities.
- Support the development of a database of faculty projects/expertise to facilitate opportunity dissemination.
- Participate in Office of Foundation Relations team meetings to gain a better understanding of how the team works and collaborates with colleagues.

### **QUALIFICATIONS**

Exceptional writing/editing and research skills are critical, as well as creativity, initiative, team orientation, and client-focus. The successful candidate must have the ability to organize, set priorities, and manage several projects at once. Adaptability when priorities change is essential, along with an ability to write in different voices and styles and adjust forms of communication for various constituencies. Successful candidates will be comfortable meeting with faculty from across the University of Miami, including physician scientists.