

UNIVERSITY OF MIAMI

**SCHOOL of EDUCATION
& HUMAN DEVELOPMENT**



School of Education and Human Development Writing Fellow

Office of Development and Alumni Relations

The School of Education and Human Development (SEHD) is looking for a part-time Development Writer to support the School's fundraising and external relations efforts. The SEHD Development and Alumni Relations Office promotes relationships with and seeks financial support from the University's key constituencies and supports the Dean of the School on various aspects in cultivating donors and industry partners: current and prospective donors, alumni, parents, corporations and foundations, the local community, and the public.

SEHD Vision

To be a center of excellence in the study, promotion, and integration of educational, psychological, and physical well-being in multicultural communities.

SEHD Mission

To produce knowledge and prepare the next generation of leaders, researchers, and agents of change and well-being in education and the community.

The main functions of School's Development and Alumni Relations Office are:

- To identify and cultivate major donor prospects and solicit support for the School.
- To assist the Dean and SEHD to identify and highlight development and partnership opportunities.
- To promote SEHD faculty, programs, and research in organizing events and networking opportunities for alumni and the key constituencies.
- To articulate the needs and priorities of the School.
- To assist and support departments to connect and communicate with their alumni.
- To cultivate long-term relationships between alumni and School leadership/faculty through campus visits, volunteer opportunities, academic research, and networking.

POSITION DESCRIPTION

Under the general direction of the Sr. Director of Development, the SEHD Development Writer will create funding proposals for individuals, corporations, foundations, and other organizations; capital campaign-related promotional materials; stewardship reports; and other written materials for internal and external audiences.

- Write and edit proposals with clear, structured, and compelling language that aligns with funder's giving priorities.

- Write, produce, and review draft cover letters, appeals and acknowledgements, stewardship reports, letters of inquiry, brochures and flyers, direct mail pieces, invitations, web site content, speeches, and event scripts.
- Assist in the identification and research of potential funding sources – foundation or corporate funders.
- Participate in development team meetings to gain a better understanding of the development process and its importance to advancing the School's strategic goals.
- Assist with other fundraising or external relations projects as needed.

QUALIFICATIONS

Exceptional writing and editing 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, with minimal supervision. Adaptability and willingness and capacity to adjust when priorities change is essential, along with an ability to write in different voices and styles and adjust forms of communication for various constituencies.