



Job Summary and Background

West Harlem Environmental Action Inc. a/k/a WE ACT for Environmental Justice is seeking a Development Writer to help increase and diversify our revenue sources to meet the great need for our work in Northern Manhattan and at the state and national levels. Reporting to the Director of Development, the Development Writer is a new position, that will support our efforts to reach new donors and retaining existing ones and play an important role in our foundation cultivation and stewardship. This position has the possibility for growth over time. It will also provide significant exposure to a dynamic range of fundraising work, including creating materials for individual donors, foundations, corporations, and government agencies.

The ideal candidate will have at least some development writing experience, and conversancy with the issues and concepts that relate to the environmental justice field. They will be able to handle a high volume of writing projects in a variety of styles and formats and demonstrate mastery of a range of concepts and issues related to environmental justice. WE ACT's development team is collaborative, and the Development Writer will also be called on to support the team, such as support with fundraising and cultivation events. But the bulk of their day-to-day activities will be as described in the below duties and responsibilities.

Duties and Responsibilities

- Prepare proposals and reports for foundations, government agencies, and corporations
- Prospect potential individual donors and institutional funders
- Prepare preparatory briefs for leadership staff ahead of meetings with donors
- Work with senior and program staff to develop logic models and other proposal materials
- Create stewardship and solicitation materials for individual donors
- Create appeal letters and email/social media appeals
- Track progress on grant proposals and reports in our database, Raiser's Edge
- Interact and communicate with donors and foundation staff to develop proposals and provide updates on progress
- Support WE ACT storytelling efforts on success stories, in coordination with Communications and program staff
- Be a supportive and collaborative teammate, including by participating in event support

Necessary skills and attributes

- Strong writing skills, with an ability to adapt to a range of genres and media (grant proposal and reports, fundraising letters, donor stewardship materials, etc., social media posts, etc.)
- Attention to detail, including excellent proofreading and editing skills
- Ability to succeed in a fast-paced environment, meeting deadlines while working on multiple projects concurrently



- Ability to collaborate with staff across departments, ranging from senior to entry level, as well as with WE ACT members, and WE ACT coalition partners
- A commitment to racial and environmental justice
- Self-starter: because the purpose is to build our portfolios of institutional and individual funders, we will ask the Development Writer to be entrepreneurial (with supervision and support) in seeking out new sources of potential funding and developing proposals
- Experience with writing on at least some of the relevant concepts and topics: climate, energy, social justice, racial justice, community organizing, and environmental health

Pluses (these skills are not essential, but would strengthen an applicant's candidacy when combined with the necessary skills above)

- Experience with design software, such as Acrobat or Canva
- Experience working with a database such as Raiser's Edge
- First-hand experience with storytelling projects
- Proficiency in Spanish (written and spoken)
- Experience working at grassroots and/or environmental organization
- Experience developing logic models

Compensation and Hours

Based in our New York headquarters (1854 Amsterdam Ave, 2nd Floor, New York, NY 10031), this is a full-time position, with some evening or weekend work schedules based on need. Occasional travel may be required, including to WE ACT's Washington, DC office. The anticipated annual salary is \$55,000-\$65,000 depending upon experience and includes paid vacation and health benefits.

How to Apply

Please email your cover letter, resume, and two writing samples (writing samples should feature different genres of writing and/or different content and should be relevant to this position's duties) as a PDF to our **Director of Administration and Human Resources, Evelyn Joseph, at evelyn@weact.org**. Please note in the cover letter how you heard about this position. Phone calls will not be accepted. Application deadline is December 15, 2020, with an anticipated start date of January 18, 2021.

WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities, and LGBTQ communities.