

SUMMARY

The Writing-Editing Manager is a professional position under the direct supervision of the Executive Director. The position is responsible for reviewing/editing all agency writing to create and maintain a unifying, distinctive authorial voice; coordinating and implementing all agency grant writing with an emphasis on foundation and corporate grant opportunities.

RESPONSIBILITIES

1. Work with staff in identifying and gathering information on fundable projects, with a likely emphasis on corporate and private foundation grants.
2. Prepare grant proposals for foundations, corporations, and individual donors, in draft and final form that make compelling the need for financial support and address identified organizational funding priorities.
3. Research and recommend funding opportunities from a broad range of sources and link their compatibility with organizational needs.
4. Assist Executive Director, Manager of Branding and Creative Services, Communications and Outreach Coordinator and Program Directors with editing all external written communications.
5. Work as a member of the NCADA team in all areas which promote the mission and overall success of the agency.
6. Cooperate with related tasks as assigned by the Executive Director or other NCADA directors.
7. Perform all other related work as assigned.

PERSONAL ATTRIBUTES

1. A high degree of maturity and emotional stability.
2. The ability to maintain effective and cooperative relationships with other staff members and other community social and funding agencies.
3. A high degree of judgment, initiative, and intellectual curiosity.
4. A high level of cooperative spirit to work as a member of a team.
5. A high level of both personal organization and attention to detail.
6. Some degree of flexibility with regard to evening and/or weekend work schedules.

SPECIALIZED KNOWLEDGE, EXPERIENCE AND TRAINING

1. A bachelor's degree in literature, business, marketing, journalism or writing.
2. One or more years' experience in professional fund development capacity, preferably with a non-profit health-related agency or organization.
3. Demonstrated writing ability for a public audience and for formal proposals/reports.
4. Mastery of standard written English and peerless writing skills.
5. Computer skills necessary to create and share writing projects.
6. Some knowledge of the field of substance use disorder and/or school-based prevention is desired.