



February 2020

**Position Title:** Development Writer

**Start Date:** Immediately

**Reports to:** Director, Development

**About Earth Rangers:**

Earth Rangers is the kids' conservation organization, committed to instilling environmental knowledge, positivity, and the confidence to take action in every child in Canada. We do this through a suite of free programming that children can participate in at school, at home, and in their communities. All of these programs are educational and engaging – but more importantly, they show children that it's not too late to help the planet, and the things we do today will matter tomorrow. Our more than 200,000 members have each made a commitment to do their part to protect animals and their homes.

The Development Writer plays a pivotal role in helping to secure new funding by writing corporate fundraising and sponsorship proposals and foundation and government grant applications that are persuasive and positioned for success. The Development Writer will work closely with all members of the Development team to create customized proposals, ongoing donor communications, and stewardship materials as well as high-quality reporting.

**Key Responsibilities:**

- Draft solicitation proposals and grant applications for corporations, foundations, and government in consultation with Development team members
- Manage and track the reporting schedule for all major donors
- Gather data for and draft all donor reports, ensuring accuracy and on-time delivery
- Draft quarterly newsletters, Annual Report, and website content
- Manage government grant deliverables and reporting
- Assist with corporate and foundation account management as required

**Qualifications:**

- Excellent written communication skills
- 2-4 years fundraising, proposal writing, and/or communications experience
- University degree or community college diploma in fundraising, communications, or related area
- Strong computer skills including MS Office applications
- Ability to work under pressure and handle competing deadlines
- Organized, detail-oriented, and with exceptional follow-through
- Genuine interest and enthusiasm for the Earth Rangers mission

*Earth Rangers is dedicated to fostering a diverse work environment. We will consider all qualified applicants for employment. Applicants that meet the qualifications will be contacted for an interview.*

*Earth Rangers is committed to accommodating applicants and employees with disabilities. Should you require accommodation or this job description to be available in an accessible format, please advise.*

Interested applicants please forward your resume to [hr@earthrangers.com](mailto:hr@earthrangers.com)