

Position Title: Philanthropy Writer

Reports to: Director of Marketing & Director of Grants & Advocacy

Status: Full-time, Hourly (Not Exempt)

Summary:

The Philanthropy Writer researches, develops, writes, and edits compelling and persuasive fundraising content in digital and print format for the marketing and grants departments. Using philanthropic and communications best practices, the Philanthropy Writer shares stories of our impact to help garner support for Alzheimer's San Diego. The Philanthropy Writer collaborates closely with the marketing and grants departments to support the needs of both departments while adhering to brand voice and making strategic recommendations as appropriate.

Duties and Responsibilities:

- Create unique, compelling, and engaging copy for a variety of needs.
- Edit content and proofread a variety of communication types.
- Writes content to a wide range of audience types.
- Other duties as assigned

60%: Donor Communications and Storytelling

- Assist the Director of Marketing in brand storytelling across multiple platforms for every point of the donor journey to drive donations.
- Interview, collect testimonials, and write stories of clients and donors.
- Write and design donor communications including monthly donor newsletter email, donor appeal emails, and social media posts.
- Create content for San Diego Gives, Giving Tuesday, End of Year appeals, and other online appeals
- Work with Development & Marketing to assist with content for events (Walk4ALZ, Rides4ALZ, Visionary Luncheon & Auction).
- Support additional donor communications as needed.
- Assist with the writing and design of development collateral materials such as annual impact report, event related items, and planned giving brochures.
- Write and update donor thank you letters and emails.

40%: Grant Communications and Reporting

- Write and design compelling grant reports for community foundations and other funders, adhering to all funder guidelines
- Maintain ongoing communication with program staff and data staff to discuss project deliverables, timelines, reporting requirements, and other needs
- Collect quotes, testimonials, and data from internal staff to create and finalize grant reports
- Maintain detailed documentation and records



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- Collaborate with Grants Specialist to create cohesive messaging from grant application through grant reporting

Qualifications:

- 3-4 years related experience, or 1-2 years of experience and an associate or bachelor's degree in marketing, communications, journalism, or English
- Experience writing for a variety of tactics, including print, digital, and fundraising events
- Exceptional creative writer
- Experience finding the story in data
- Comfortable with Microsoft Office and Google Workspace
- Excellent communication and interpersonal skills
- Basic knowledge of Wordpress and Mailchimp
- Understanding of email marketing best practices
- Sensitivity to those dealing with Alzheimer's or another dementia
- Basic graphic design skills, with knowledge of Canva a plus
- Able to write fluently in Spanish a major plus, but not required.

Other:

- May be required to work overtime
- Must be able to work a flexible schedule if assigned
- Must be able to travel throughout San Diego County to events, as assigned
- This is a hybrid position with an office in Kearny Mesa

Compensation and Benefits:

- \$27 per hour, non-exempt position
- 15 observed holidays
- 18 days of PTO (accrual rate of 6.0 hours per pay period)
- Medical, dental, vision, life, AD&D, and long-term disability insurance (begins on the first of the new month after hire)
- 403 (b) retirement plan
- Professional development opportunities

Alzheimer's San Diego is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

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