

# **Bread & Roses Community Fund seeks a Senior Development Writer**

## **About Bread & Roses Community Fund**

Bread & Roses Community Fund is a social justice fund and the Philadelphia region's leading funder of grassroots organizing for racial, gender, and economic justice. Our slogan is, "change, not charity," and our goal is radical transformation of society. Since 1977, we have been connecting donors and community organizers to move money to grassroots organizations creating real change. We also provide training to support movements for change, and work to build community across differences of race, class, and gender. Each year we raise every dollar that we give out in grants, and community members decide where that money goes.

## **About the Role**

Bread & Roses Community Fund seeks a highly experienced writer/editor to join its expanding development and communications team. The Senior Development Writer will create persuasive cultivation, solicitation, and stewardship materials for a wide range of audiences, including individual donors and institutional funders. This individual will collaborate with stakeholders to clearly and compellingly convey the organization's mission and programs through grant proposals and reports, individual donor solicitation and stewardship materials, talking points, and briefs. The Senior Development Writer will be fluent in a variety of styles, ranging from narrative storytelling to technical writing, and be able to navigate competing priorities while moving from project to project with ease. This position requires strategic thinking, excellent project management skills, and alignment with Bread & Roses' vision, mission, values, and goals. As chief storyteller for Bread & Roses, the Senior Development Writer will stay abreast of social justice issues, develop deep familiarity with the movement ecosystem in the Philadelphia region, find joy in data-driven storytelling, and be excellent at communicating Bread & Roses' impact to diverse audiences. The Senior Development Writer will be a key member of the development and communications team who reports to the Director of Donor Relations and Development Communications and works closely with the executive director and the programs team.

## **Key Responsibilities**

- Communicate the mission, vision, and values of Bread & Roses through clear, compelling digital and print communications for donors and funders.
- Serve as principal writer and editor for a wide variety of solicitation and stewardship materials, including appeal letters, grant proposals, impact reports,

- newsletters, talking points and opinion pieces.
- Research, compose, edit, and proofread timely and personalized correspondence including gift acknowledgments, condolences, personal greetings, event follow-up notes, etc.
  - Proactively gather information related to Bread & Roses' grantees and programs, and convey this information succinctly and compellingly, tailored to different audiences.
  - Collaborate with development colleagues to prepare concise and compelling talking points and briefs to support meetings with donors and prospects.
  - Partner with the programs team to write, edit, and format grant proposals, reports, cover letters, donor communications, and related materials.
  - Edit and proofread drafts of proposals, reports, presentations, and other materials, as requested.
  - Ensure all external communications materials are professionally formatted, visually compelling, and adhere to Bread & Roses' messaging document, style guide, and brand guidelines.
  - Learn and maintain a deep working knowledge of Bread & Roses and its vision, mission, values, strategic goals, and programs.
  - Provide seasonal support for gift processing at high volume times.

### **Required skills and experience**

- Minimum of six years of full-time professional employment experience in grant writing, journalism, or academic research writing, preferably for mission-driven organizations.
- Superior writing and editing skills with an ability to convey a compelling story.
- Demonstrated track record of success securing grants from individual donors and institutional funders.
- Knowledge of fundraising principles.
- Excellent written and oral communication skills in English.
- Flexibility to rework content as needed through multiple drafts.
- Highly detail-oriented and organized, with superior research and editing skills.
- Ability to work collaboratively in a fast-paced environment, managing numerous priorities and emerging opportunities.
- Ability to plan for and meet deadlines.
- Ability to persuasively promote Bread & Roses' mission, vision, and values.
- Excellent interpersonal skills, including the ability to work effectively with people of different backgrounds, lived experiences, and communication styles.
- Ability to manage up and across as necessary to meet goals and objectives and ensure timely completion of tasks.

- Working knowledge of Microsoft 365, with proficiency in Word, Excel, and Outlook.
- Familiarity with fundraising databases and/or Salesforce CRM is helpful.

### **Location**

This is a full-time, office-based position in Philadelphia.

### **Compensation**

The salary is \$75,000 to \$85,000, depending on experience. The benefits package includes generous paid time off; 100% employer-paid health, dental, and vision coverage; short-term disability, long-term disability, and life insurance; flexible spending account for health and childcare expenses; an employer-paid health and wellness fund; student loan repayment assistance; 401(k) with up to a 7% employer contribution; and a 3-month paid sabbatical after 7 years of service.

### **How to Apply**

The deadline to apply is August 24. A complete application includes a cover letter detailing your qualifications for and interest in the Senior Development Writer role at Bread & Roses. Please combine your resume and cover letter in a single pdf or word document and send it to [jobs@breadrosesfund.org](mailto:jobs@breadrosesfund.org) with "Senior Development Writer" in the subject line. Only complete applications in the format requested and sent to [jobs@breadrosesfund.org](mailto:jobs@breadrosesfund.org) will be considered.

No phone calls, please. We appreciate all applicants, but we can only respond to those best qualified for the position.

We strongly encourage Black people, Indigenous people, people of color, women, LGBTQ people, elderly people, people with arrest and conviction records, and people with disabilities to apply.