



JOB TITLE: Development Writer and Administrator

LOCATION: Hybrid (Irvine, California; Remote)

STATUS: Full Time, Exempt

STARTING SALARY & BENEFITS: \$75,000 - \$85,000/year (commensurate with experience) plus a comprehensive benefit package

TGR FOUNDATION

For more than 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to impact youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students connect passion with purpose through signature programs focused on in-person, project-based learning, skills development, college access, career readiness and educator professional development. For more information, visit tgrfoundation.org or connect with the organization on [Facebook](#), [Twitter](#) and [Instagram](#).

OVERVIEW

Reporting to the Chief Development Officer, the Development Writer and Administrator will be primarily responsible for drafting, editing and finalizing major gift proposals and grant applications, managing the annual grant application and renewal calendar and updating relevant sections of the CRM platform (i.e., Salesforce). The Development Writer and Administrator must be an effective communicator and collaborator who is comfortable liaising with and taking direction from the senior leadership of the organization.

KEY RESPONSIBILITIES

Development Writing

- Support the establishment of a robust development pipeline by submitting at least two approved, six-figure major gift proposals and/or grant applications every month
- With direction and oversight from the Chief Development Officer:
 - Coordinate with relevant department heads and the Finance team to define the scope of major gift proposals and grant applications, and create expenditure and income budgets
 - Execute compelling, messaging-aligned proposals to solicit major gifts from family foundations, charitable trusts and high-net-worth-individuals
 - Execute compelling, messaging-aligned grant applications to solicit funding from corporate giving programs and foundations
 - Leverage relevant research profiles and materials when composing major gift proposals and grant applications to increase the likelihood of success
- Compose content for development collaterals (e.g., presentations, campaign brochures, overviews, etc.)
- Collaborate with the Marketing and Communication team on visuals and publication design to improve the impact of major gift proposals and development collaterals
- Adhere all development materials to TGR Foundation brand and style guidelines
- Edit and finalize development and broader messaging materials drafted by the senior leadership team



- Review development materials from local TGR Learning Lab teams to ensure alignment

Development Administration

- Establish and manage a comprehensive major gift proposal and grant application calendar, including renewal information, through the CRM platform (i.e., Salesforce)
- Proactively communicate upcoming grant application deadlines to the Chief Development Officer
- Maintain the CRM platform (i.e., Salesforce) to accurately reflect the status of all major gift proposals and grant applications
- Monitor and report out progress against short- and long-term development goals
- Compose and send acknowledgement letters upon the receipt of funds from secured major gifts and grants
- Assist in systematizing the major gift proposal and grant application processes so they can be replicated by local TGR Learning Lab development teams
- Ensure all major gift proposal and grant application materials are filed on the development server (i.e., Microsoft SharePoint) in an organized manner
- Oversee a library of common grant application attachments (e.g., budgets, organizational metrics, etc.)
- Stay informed about development best practices and grant compliance requirements
- Complete strategic projects as needed by the Chief Development Officer

REQUIREMENTS

Education & Experience

- Two to four years of grant writing experience with a demonstrable track record of funded grant applications and/or major gift proposals
- Relevant Bachelor's degree or equivalent experience preferred
- Salesforce experience preferred

Skills

- Mastery of the English language; ability to clearly and concisely write compelling narrative materials
- Exemplary attention to detail, especially with regards to editing and proofreading, and commitment to accuracy
- Adaptability, flexibility and willingness to implement constructive feedback and edits, often with short turnaround times
- Advanced knowledge of development practices, fundamentals and resources
- Strong communication and interpersonal skills, and a firm grasp of business communications etiquette
- Excellent self-management practices, including the ability to work independently and strategically prioritize projects to meet deadlines
- Proficient with Microsoft 365 applications (i.e., Word, Excel, PowerPoint, Outlook, etc.)
- Familiarity with Adobe InDesign



Miscellaneous

- Ability to work 40 hours a week, Monday through Friday
- Must have the ability to work from the national office in Irvine, California, when needed by the Chief Development Officer
- Commitment to the mission of TGR Foundation, its vision and its core values (start with passion, own it, create synergy, drive change and embrace diversity)

TO APPLY

Please submit the following materials via email to Katie Vazquez (kvazquez@tgrfoundation.org):

- Cover Letter
- Resume

No phone calls please.

TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job; it is not intended to be an exhaustive listing of every job responsibility. Because job responsibilities may change from time to time, TGR Foundation reserves the right to add and/or remove job responsibilities from this position at any time.