



JOB TITLE: Senior Development Writer and Administrator
LOCATION: Hybrid (Irvine, California; Remote)
STATUS: Full Time, Exempt
SALARY: \$80,000 - \$90,000

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 learn, grow and prepare for their futures through a network of TGR Learning Labs and national programs focused on STEAM educational enrichment, health, well-being, college access and career readiness. For more information, visit tgrfoundation.org or connect with the organization on [Facebook](#), [Twitter](#) and [Instagram](#).

JOB SUMMARY:

Reporting to the Vice President, Strategic Initiatives, the Senior Development Writer and Administrator will be primarily responsible for drafting, editing and/or finalizing major gift proposals, grant applications, pitch decks/presentations and other miscellaneous development collaterals. The Senior Development Writer and Administrator must be a highly effective communicator and collaborator. They must also be able to swiftly and accurately process information in order to compose contextually compelling responses to grant prompts and/or requests from prospects.

JOB RESPONSIBILITIES

Development Writing

- Execute compelling, messaging-aligned grant applications and/or presentations to solicit funding from corporate giving programs, foundations and government entities
- Execute compelling, messaging-aligned proposals and/or presentations to solicit major gifts from family foundations, charitable trusts and high-net-worth-individuals
- Collaborate with fundraisers (i.e., the Chief Development Officer, regional Directors of Development, Account Directors, etc.) and/or leaders from the programs team to execute grant applications and major gift proposals
 - Establish clear roles and responsibilities along with a timeline for completion
 - Ensure the budgets for requests are aligned with fiscal year operating budgets and/or approved growth strategies
- Independently submit letters of intent, requests for proposals, grant applications and major gift proposals to mission-aligned, national prospects who have not been assigned to a fundraiser to contribute to annual revenue goals and cultivate a personal portfolio
- Solicit information from the programs team for use in grant applications, major gift proposals, and development collaterals such as the logistics of programs, curriculum details, program delivery methods, etc.
- Leverage relevant research profiles and materials when composing grant applications and major gift proposals to increase the likelihood of success



- Compose content for development collaterals (e.g., presentations, campaign brochures, overviews, program-specific cases for support, etc.)
- Assist with the packaging of materials for local advisory board meetings
- Edit and finalize development and broader messaging materials drafted by the senior leadership team
- Ensure all materials created adhere to TGR Foundation and TGR Learning Lab brand and style guidelines

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 Vice President, Strategic Initiatives, and renewals to the associated fundraiser
- 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
- Assist in systematizing the major gift proposal and grant application processes so they can be replicated by regional Directors of Development
- Ensure all major gift proposal and grant application materials are filed on the development server (i.e., Microsoft SharePoint) in an organized manner
- Oversee the information repository, which contains standard information for grant applications and commonly requested organizational materials (e.g., budgets, organizational metrics, etc.)
- Stay informed about development best practices and grant compliance requirements
- Complete strategic projects as needed by the Vice President, Strategic Initiatives, or the Chief Development Officer

EXPERIENCE, SKILLS & EDUCATION

- Three to five years of development writing experience with a demonstrable track record of funded grant applications (private and public) and/or major gift proposals
- Relevant Bachelor's degree or equivalent experience preferred
- Salesforce experience preferred
- Adobe InDesign experience preferred
- 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.)
- Must have the ability to work from the national office in Irvine, California, at least two days a week or as needed by the Vice President, Strategic Initiatives, or Chief Development Officer
- Ability to work 40 hours a week, Monday through Friday
- 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 Ida Tirimba (itirimba@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.