Job Title: Development Writer

BCAT Code: 09MX13
Pay Grade: G14  FLSA Status: Exempt
Effective Date: April 1, 2007  Revision Date: July 1, 2013

Job Description
Provides editorial and correspondence services for the Development Division, such as developing and writing letters, articles, and publications.

Job Duties/Responsibilities
- Develops, writes, and edits acknowledgement letters for the Development division.
- Develops, writes, and edits articles and letters for the Development division.
- Communicates relevant and important information to development entities.
- Monitors, tracks, and maintains databases, confidential information, and spreadsheets of correspondence written for the Development division.
- Coordinates the creation of approved correspondence for development activities.
- Monitors and tracks material required for developing, writing, editing, and producing approved correspondence.
- Performs other writing related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of office policies and procedures.
- Knowledge of basic computer operations and software, such as spreadsheets, word processing, databases, etc.
- Effective time management and organizational skills.
- Ability to multi-task, pay attention to detail, maintain confidential information, and provide excellent customer service.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.