

Job ID: SCHII-24-11
Job Title: Writer, Donor Experience
Department: External Relations
Campus: Thunder Bay
Status: Part-time, 24 month contract

Date Posted: January 31, 2024
Closing Date: February 14, 2024

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

You are an exceptional communicator with experience developing written content that will convey compelling stories and create materials to advance the fundraising and donor recognition work and capital campaign work for Lakehead University and specifically, External Relations.

The Writer, Donor Experience, will research and develop material, write, edit, and assist with the submission of grant proposals and stewardship materials to private and public foundations, corporations, and individuals. They work in close collaboration with different members of the External Relations team to support fundraising and campaign goals and leverage current institutional marketing and communication assets to create content relating to donor stewardship and donor impact reporting. The successful candidate will ensure that materials are compliant with the institution's established branding guidelines and best practices.

In addition to print materials, the Writer, Donor Experience, will be responsible for developing and coordinating resources (ie: illustration work, photography, print production) for fundraising and donor experience messaging and assist with the development of content for digital marketing channels. The incumbent will also identify, research and create and manage ongoing donor impact stories that will be used in a variety of products and will act as the holder / repository for all stories as it relates to donor stewardship and campaign advancement.

Job Duties

- The Writer, Donor Experience, will conduct the full range of activities required to prepare comprehensive funding proposals and reports for individual donors, foundations, corporate and government sources.
- Works with appropriate personnel to research, develop, write, and submit letters of inquiry, concept papers and grant proposals.
- Responsible for identifying, creating, and managing ongoing stories that will be used in a variety of products and will act as the holder/repository for all stories as it relates to Campaign.
- Liaise with Faculty, Students and University Administrative areas to gather information necessary for submissions, reporting and stewardship documentation
- Working with Development Officers the AVP and the VP, ER the incumbent will assist in writing and preparing proposals for major gift prospects.
- Working with Donor Experience stakeholders, the incumbent will develop and write content relating to donor stewardship and donor impact reporting
- Responsible for the coordination and development of a provision of materials for fundraisers and volunteers, including proposals, cases for support, and recognition materials. May occasionally involve coordination of production of materials.
- Assists in the development of content for messaging and will leverage print and digital mediums to convey specific donor experience messaging.

Qualifications

Superior writing and communication skills with a very strong attention to detail and an ability to leverage both traditional and new communications technologies to deliver compelling content. Demonstrated leadership skills and ability to provide direction as a subject matter expert in leading communication projects and initiatives. Strong independent work ethic, effective time management skills, high level of initiative and ability to meet multiple deadlines and work with discretion and tact. A relationship builder who can connect with internal and external stakeholders to interview, source and create key messages and content that is easily translated into communications supporting fundraising and campaign projects and proposals. A good understanding of philanthropy principles would be beneficial.

Post-secondary education in marketing, communications, journalism or public relations, English or a related field. Completion of a University degree is preferred but an appropriate combination of experience and education will be considered. Minimum of 2-4 years experience developing and implementing proposal and communications writing and materials development, preferably within the not-for-profit or post-secondary sectors would be preferred.

Working Conditions

- Remote
- Flexible hours

How to Apply



Lakehead
UNIVERSITY

Employment Opportunity

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email humanres@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements