## FOUNDATION JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>DEVELOPMENT WRITER</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#075</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Status:</td>
<td>Employment is at-will.</td>
</tr>
<tr>
<td>Salary:</td>
<td>The salary is competitive, depending upon qualifications and experience of the successful candidate.</td>
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<td>Department:</td>
<td>University Advancement</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
</tr>
<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint Valid CA Driver’s License (must have, or be able to obtain by date of hire)</td>
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<tr>
<td>Sensitive Position</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>April 15, 2016</td>
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<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by May 6, 2016, however, the position will remain open until filled.</td>
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Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

**APPLICATION PACKET REQUIREMENTS**

This position requires (including those on campus) submission of:

- Names of three professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Under the general supervision of the Vice President for University Advancement, the Development Writer plays a key role in articulating initiatives across the University and effectively communicating the impact philanthropy has on students, faculty and programs at CSUB. This position is primarily responsible for developing communication materials directly related to fundraising and stewardship activities, including (but not limited to) major gift proposals, annual appeals, annual stewardship reports, and acknowledgement letters.

**DUTIES:**

*California State University, Bakersfield Foundation* is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
Develops, writes and edits materials that articulate the University's priorities and initiatives.

Develops, writes and edits a broad range of print and digital materials that promote the University in addition to creating materials that will be used during gift solicitations (i.e. major gifts, annual appeals and special solicitations).

Drafts and edits letters for various campus leaders for the purposes of stewardship.

Researches and writes proposals of varied complexities to be presented to individuals, corporations and foundations seeking support of campus initiatives, in collaboration with Advancement staff and key faculty / academic leaders.

Assists the University with maintaining a consistent and clear voice in all communications.

Develops event scripts, including remarks made by various campus leaders.

Creates scripts for television and radio advertisements (as needed).

Drafts original content for the University Advancement web site.

Performs other job-related duties and special projects as assigned.

Attend on and off campus events as needed.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree.
- Two (2) years of related experience in a writing capacity.
- Excellent communication skills with the ability to effectively and clearly communicate both verbally and in writing.
- Thorough knowledge of English grammar, punctuation, and spelling with excellent writing, proofreading and editing skills.
- Ability to quickly interpret information outlined by academic Deans and University leadership and clearly and compellingly communicate ideas through written text.
- Demonstrated organizational skills and knowledge of Microsoft Office Suite.
- Skills in diplomacy, consensus building, leadership, analysis and strategic planning.
- Demonstrated ability to maintain a high degree of confidentiality.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in English or related discipline.
- Three (3) years of related experience in higher education writing for a development office.
- Experience drafting complex proposals to corporations, private foundations and individuals that include detailed goals, work plans and evaluative mechanisms.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience, and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU Foundation. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU Foundation as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU Foundation or individuals in the university community.
DESIGNATED POSITION: This position is currently on the List of Conflict of Interest Designated Positions for CSU Bakersfield. This requires the filing of a statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every two years thereafter.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University, Bakersfield Foundation to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with payroll regulations.

APPLICATION PROCEDURE: Official California State University Bakersfield Foundation application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application go to the Human Resources’ Job Opening/Status Inquiry page at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “JOB STATUS” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University Bakersfield Foundation and will not be copied or returned.