



**Job Title:** Development Writer

**Department:** Development

**Center Background:** The Center for Reproductive Rights (the Center) is the premier global legal organization dedicated to advancing women's reproductive health, self-determination, and dignity. Its mission is straightforward and ambitious: to advance reproductive health and rights as fundamental human rights that all governments around the world are legally obligated to protect, respect, and fulfill. Headquartered in New York City, the Center has regional offices in Bogota, Geneva, Kathmandu, Nairobi, and Washington, DC and a staff of more than 130 diverse professionals. Its annual operating budget is approximately \$23 million, the result of an extraordinary growth trajectory; the Center is now poised for a new phase of significant expansion through its next Strategic Plan.

The Center's game-changing litigation and advocacy work, combined with its unparalleled expertise in constitutional, comparative, and international human rights law, have transformed how reproductive rights are understood by courts, governments, and human rights bodies worldwide. It has played a key role in securing landmark legal victories in the U.S., Latin America, Africa, Asia, and Eastern Europe on issues including access to life-saving obstetrics care, contraception, safe abortion services, and comprehensive sexuality information, as well as the prevention of forced sterilization and child marriage. It has brought groundbreaking cases before national courts, U.N. Committees, and regional human rights bodies, led the development of historic, proactive legislation advancing robust protections for reproductive rights, and has built the legal capacity of women's rights advocates in more than 55 countries.

To learn more about the Center for Reproductive Rights, go to [www.reproductiverights.org](http://www.reproductiverights.org).

In this new role, the **Development Writer** is responsible for effectively communicating the Center's work and ideas to different donor audiences in a way that honors donors, builds relationships, and aligns with our evolving messaging and institutional voice. In this role, the Development Writer will produce original content, as needed, to create personalized thank you letters, proposals, introductory letters, donor correspondence, proposals, and reports for individuals, fundraising appeals, and talking points for development events in support of key senior staff and the Office of the President. The Development Writer will report to the Senior Director of Development and work closely with the Senior Director, Major Gifts and the Communications team.

This position is based in New York, NY.

**Responsibilities:**

The Development Writer's primary job responsibilities include, but are not limited to:

- Produce original content such as thank you letters, proposals, introductory letters, donor correspondence, proposals, and reports for individuals and fundraising appeals to support the Center's priorities;
- Write and edit event invitations, letters, remarks for board, executive, and senior leadership, and other collateral materials as needed;
- Collaborate with major gift fundraisers to steward individual donors and family foundations by writing high-quality and customized reports and proposals;
- Provide writing and editorial expertise to frontline fundraisers across the Development team;
- Prepare presentations for meetings with internal and external stakeholders on behalf of the Development team;
- Write and edit fundraising materials for internal and external communications, including the website, annual report, and other major publications;
- Attend inter-departmental meetings and build relationships with the Development and Communications teams and others to acquire the information needed to develop effective donor communications; and
- Assist with other fundraising projects as needed.

**Qualifications:**

- Strong commitment to the Center's mission, purpose, and values;
- Bachelor's degree in a related field; advanced degree is a plus;
- Minimum 5 years of experience in writing for development purposes at a non-profit or other issue-oriented, social justice, or campaign environment;
- Excellent writing, editorial, and communications skills required;
- Demonstrated flexibility with writing styles and ability to quickly assimilate institutional knowledge;
- Ability to establish and meet production schedules and tight writing deadlines;
- Outstanding persuasive writing skills as well as ability to clearly articulate complex information and funding priorities;
- Understanding of women's rights, human rights, or issue advocacy preferred;
- Strong inter-personal communication skills; and
- Excellent computer skills, including Microsoft Office, and fundraising software; knowledge of Raiser's Edge a plus.

**Compensation:** The Center offers a competitive salary commensurate with experience and a comprehensive benefits program.

**How to Apply:** Please click on the link below to apply. A cover letter, resume, writing sample, and contact information for three references must be included in your application in order to be considered for this position. Please include these application materials as attachments.

<https://reproductiverights.applicantpro.com/jobs/526010-30518.html>

**Deadline for applications:** Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible.

*The Center for Reproductive Rights is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates from all groups and communities to apply.*

*[www.reproductiverights.org](http://www.reproductiverights.org)*