



Job Specification

Job Title: Development Writer
BCAT Code: 443X AJ
Pay Grade: G14

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

Job Description

Provides editorial and correspondence services for the Development Division. It will focus on 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 development division.
- Coordinates the production of approved correspondence for development activities.
- Monitors and tracks materials required in developing, writing, editing, and production of approved correspondence.
- Performs other writing related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of office policies and procedures.
- Knowledge of basic computer operation and software (spreadsheets, word processors, spreadsheets, databases, etc).
- Ability to multi-task, pay attention to detail, maintain confidential information, and excellent customer service.
- Effective time management and organizational skills.
- 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 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.