



CLASS TITLE: Corporate Writer

POSITION STATUS: FULL TIME

FLSA STATUS: Exempt

EFFECTIVE DATE: AUGUST 06

REVISED: MAY 08

GENERAL NATURE & SCOPE OF WORK

Under the general supervision of the Vice President and Director of Corporate Development and Communications, research funding opportunities and policy development, prepare grant proposals, and produce events and communications to support funding of LINC programs and to support public relations needs of LINC.

ILLUSTRATIVE EXAMPLES OF WORK/ESSENTIAL FUNCTIONS

- Write and manage grant activities such as preparing program budgets, tracking grant submissions, producing grant reports for internal and external stakeholders, coordinating necessary meetings
- Research and recommend available funding opportunities to Director
- Create reports on industry policy, programs, models and statistics for use by executive management
- Assist Director with creative planning and execution of donor and other stakeholder events as needed
- Create written context of corporate image for public relations and internal usage
- Create messaging; write text for corporate communications such as annual report, corporate capability book and brochures, newsletter, website, advertising, internal communications, broadcasts, tradeshow and board documents
- Assist with content, program planning and production management of corporate podcast as needed

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Writing, editing and grammar skills
- Elements of program design and management
- Internet research methodology
- Social services and community needs for affordable housing and special needs populations
- LINC's corporate goals for growth
- Applicable affordable housing industry and social service regulations, practices, procedures and industry terminology for grant writing

Skill Level:

- Superior writing and communication skills
- Strong analytical skills for interpreting research and preparing recommendations
- Proficient in the use of personal computers and related software applications, e.g. audio production

- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other departments, public officials, industry executives, foundation and corporate managers, individual donors, and the general public
- Experienced at understanding and applying specific knowledge and methodology in grant proposal writing regarding goals and measurements

Ability to:

- Perform on-line research through databases, as well as design and manage databases
- Develop and prepare project budgets
- Efficiently organize complex and variable data, prepare for presentations
- Creatively integrate and present information
- Work with creative team process
- Provide creative input to all facets of each department project
- Strong attention to detail
- Meet deadlines and set priorities in fast-paced environment

EDUCATION & EXPERIENCE

A combination of education and related experience may substitute for education requirements

- Bachelor's Degree in political science, public policy or related field; Masters in Social Work a plus **and**
- 2 years experience in grant writing, editing, and communications

PHYSICAL DEMANDS/WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard
- Travel by various modes of private and commercial transportation within the region may be required

Please respond via email only by sending formal cover letter, résumé, two grant writing sample(s), one or two other writing samples, and references to:

Nina Dooley
 Vice President, Director of Corporate Development & Communications
 nina@linchousing.org

The statements contained in this class specification reflect general details as necessary to describe the principle functions of this class, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

Equal Opportunity Employer

It is LINC Housing's policy to recruit, hire, train, and promote in all job titles without regard to race, color, religion, sex, gender, national origin, ancestry, physical or mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law.