

	Position Advertisement
Planned Parenthood of the Rocky Mountains Colorado • Southern Nevada New Mexico • Wyoming	

Do you have a passion for reproductive rights? Access to health care? Real sex education? Are you seeking a professional role that reflects your values? Consider a career with Planned Parenthood of the Rocky Mountains!

POSITION: Development Writer

Planned Parenthood of the Rocky Mountains (PPRM) empowers people to make informed choices about their sexual and reproductive health by providing high quality health services, comprehensive sex education and strategic advocacy.

Now in its second century, PPRM, a vibrant, resilient, and mission driven non-profit organization, is expanding and refining its successful development endeavors in order to ensure our continued strength and capacity well into this next century.

We are seeking a highly motivated development professional and writer to join the PPRM team as a Development Writer.

SUMMARY: This position will broadly support the vision, mission, goals, and values of PPRM as a key member of the Organizational Giving and Development Teams. Organizational Giving is a subset of PPRM's fundraising team, responsible for proposal writing, grant management, stewardship, and reporting to foundations, corporations, and government funders so as to build a strong financial base for PPRM's future. This position is primarily focused on writing proposals and reports for organizational donors (foundations, associations, businesses, and government), and also includes creating or revising proposals and reports for individual donors, as well as creating other written material.

ESSENTIAL FUNCTIONS:

- Prepare strong, thorough proposals to foundations, associations, corporations, municipal governments, and individuals to support PPRM programs and meet agency fundraising goals.
- Prepare strong, thorough templates on funding opportunities that can be used in proposals, white papers, and other communications.
- Coordinate as needed with PPRM program staff (including C4, medical services, public affairs and education) and finance departments during grant writing and reporting process
- Prepare reports demonstrating impact, successes and challenges for funders as required by grant contracts and donor stewardship.

- ❑ Work with the Organizational Giving team to coordinate grant schedule for writing proposals, reports, and other communications to foundations.
- ❑ Contribute to donor-centered publications, such as the quarterly newsletter, as needed.
- ❑ Help to maintain Raiser's Edge database to ensure timely reports and proposals are submitted.
- ❑ Track statistics relevant to proposals/submissions.
- ❑ Maintain grant reporting and tracking records in database and paper files
- ❑ Support the team environment with ideas and skills as required by team direction including, but not limited to, editing/proofreading other written materials as appropriate.
- ❑ Participate in abortion services (participation can include referrals, information, education, counseling, performing, scheduling, etc.)
- ❑ Other duties as required.

REQUIRED QUALIFICATIONS:

- Ability to support PPRM's mission
- 2-4 years of experience in grant writing
- Comfort and experience working in a fast-paced deadline driven environment
- Highly organized, detail-oriented, and efficient
- Experience writing proposals for foundation, corporate, and government funders - familiarity with the Colorado Common Grant format
- An enthusiastic and motivated problem solver – willing to go above and beyond to get answers
- Knowledge of budget preparation and data collection
- Strong customer service skills with external and internal constituencies - works well with others in a highly collaborative environment
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office
- Bachelor's degree
- Preferred Qualifications: Experience with Raiser's Edge and healthcare/education proposal writing

PPRM offers rewarding work, a caring environment, and professional growth. We have a competitive compensation and benefit package.

Visit our website at <https://www.plannedparenthood.org/planned-parenthood-rocky-mountains/who-we-are/jobs-volunteering> to view a position description and to apply for this and many other opportunities.