

Writer and Consultant

Position Profile

The Opportunity

Benefactor Group is growing. We are seeking a dynamic Writer and Consultant to join our team. You will partner with unique clients enriching our communities in diverse ways: from creating art to transforming healthcare; from relieving hunger to nurturing the power and potential of young people. You will also work and collaborate with smart, collegial, curious, and fun individuals, who care deeply about the causes we serve and strive to constantly push the field of philanthropy forward.

About Benefactor Group

Established in 1999, Benefactor Group has won a reputation for innovative consulting and management services that build the capacity of nonprofit organizations; plan for and support capital, endowment, and comprehensive campaigns; and develop staff and volunteer leadership. Benefactor Group has designed and implemented dozens of fundraising studies with organizations of all sizes and complexity in arts and culture, education, health and human services, conservation, civic affairs, and faith communities.

Our staff of 19 professionals includes members of the Council for Advancement and Support of Education, Association of Fundraising Professionals, Association for Healthcare Philanthropy, Partnership for Philanthropic Planning, *Giving USA* Editorial Review Board, Nonprofit Technology Network, Association of Advancement Services Professionals, Network of Nonprofit Search Consultants, Alliance for Nonprofit Management, Association of Donor Relations Professionals, and American Alliance of Museums. Our staff includes award winners, national thought leaders, and published authors. Benefactor Group is also a member of the Giving Institute, a consortium of the nation's leading philanthropic consulting firms.

We serve clients at home and around the world, and our access to human resources, research and reference materials, technology, and professional networks is tailored to meet each client's particular needs. We strive to nurture mutually rewarding relationships, **servicing those who serve the common good**[®].

Our Values

These values define the core aspects of what it means to work at Benefactor Group.

- **Our name is on it.** Benefactor Group expects and encourages high performance. We are serious about our work. It reflects who we are. It reflects who you are.
- **Geek factor.** We are curious. We are excited to learn. We don't leave well enough alone. We tweak, revisit, and improve; or sometimes, discover that the original approach is best.
- **True to self.** While our values unite us, we do not all fit the same mold—and we celebrate our diversity. An effective team includes analysts, creatives, idealists, pragmatists, extroverts, and introverts. People do their best work when they present their true selves.
- **Abundance.** We are confident that we and our clients can succeed. We build on what is strong—appreciation, gratitude, positivity—because organizations change in the direction they inquire.

Essential Job Functions

- **Craft inspiring, custom communications for our clients.** This includes researching and writing “cases for support” that capture a client’s vision, articulate the role of philanthropy, and position the organization and vision as worthy of donor support. This also includes creating major donor proposals, campaign collateral, and other fundraising materials.
- **Provide strategic communications counsel to clients.** Serve as a thought partner to clients, helping to shape their strategies for communicating with donors at all giving levels (i.e., transformational, major, middle, and broad base).
- **Develop sales proposals and presentations on behalf of Benefactor Group.** Research and prepare proposals demonstrating how Benefactor Group can help potential clients fuel their causes with powerful fundraising, people, and systems.
- **Create thought leadership content that enhances Benefactor Group’s brand.** This generally means thinking about interesting topics—i.e., expressing our “Geek Factor” value—and sharing those thoughts via white papers, blog posts, case studies, and other multi-channel content.
- **Present information to clients—including executive leaders, fundraising leaders, and key volunteers.** Demonstrate clear, concise verbal communication skills, as well as comfort in presenting to external stakeholders.
- **Coordinate the production of various projects at the same time.** Manage multiple projects simultaneously while paying attention to detail, accuracy, timelines, and quality of work at all times. Adhere to deadlines with a minimum of supervision.
- **Develop and maintain fundraising expertise.** Maintain knowledge of current fundraising tactics and trends through self-directed and firm-supported professional development.
- **Develop and maintain sector expertise.** Benefactor Group works across all nonprofit sectors—arts and culture, higher education, healthcare, faith-based, human services, animals and the environment, etc. Understand these sectors, and develop expertise in at least one, through self-directed and firm-supported learning.
- **Work with designers and other vendors, as needed.** While this position is focused on writing, an ability to work with designers and guide the development of compelling visuals is preferred.

Competencies

- Communicates effectively
- Customer focus
- Instills trust
- Collaborates
- Persuades
- Values differences
- Organizational savvy
- Interpersonal savvy
- Self-development
- Nimble learning
- Manages ambiguity
- Situational adaptability
- Drives vision and purpose

Qualifications

Required

- BA/BS in relevant field or equivalent knowledge and experience
- Previous experience writing professionally in a related capacity (e.g., development communications, proposals, marketing writing, copywriting, etc.)
- Excellent written and oral communication skills; ability to synthesize information from many sources and write clearly and concisely, tailoring content and style to different audiences and formats
- Strong proofreading and editing skills
- Willingness to accept and manage feedback from diverse internal and external stakeholders
- Strong organizational and project management skills

Desired

- Nonprofit or fundraising consulting work experience
- Experience creating donor-facing writing, preferably for major or principal gifts audiences
- Experience translating complicated concepts into lay language and synthesizing material from multiple sources
- Experience partnering with designers or branding agencies

Reporting Relationship

Reports to Senior Writer.

Work Environment and Compensation

- This is a hybrid position with flexibility to work remotely and/or outside Central Ohio, according to a schedule that is mutually agreed upon with Benefactor Group leadership.
- Position includes competitive base salary and targeted performance-based compensation. Minimum total target compensation: \$55,000
- Compensation includes a comprehensive benefits package including major medical, retirement, and more.

FLSA Status

Exempt

The position functions and competencies are representative of the major components and requirements of the job and are not all-inclusive. Other duties are assigned on an as-needed basis and may require additional skills and competencies.

To apply or ask questions, please contact HR@benefactorgroup.com