

Grant & Development Writer

The Veritas Forum is seeking an experienced grant and development writer to create exceptional and compelling written communications to foundation partners and constituents that will move forward the mission of the organization. This professional will join a highly experienced and driven development team to help raise the charitable gifts and philanthropic community needed to advance the work of Veritas. He or she will work closely with colleagues across the organization to produce timely and accurate communications sharing the impact of our partners' investments.

Major Responsibilities

- Produce foundation concept notes, proposals, reports, and related grant materials required by Veritas's foundation partners
- Write major donor proposals, Executive Director insider emails, and materials needed for Major Donor Giving Society (future)
- Execute the Annual Report as the project manager and content lead, and coordinate production with the vendor
- Manage, design, write, and produce midtier and annual fundraising communications, including multi-channel cultivation, solicitation, and stewardship of Veritas's current and prospective partners
- Plan and execute regular Veritas communications to the organization's constituents
- Produce additional collateral, such as slide decks, acknowledgment and receipt templates; end-of-year receipt letters; partner invitations, Veritas Christmas cards, and more
- Maintain and update development pages of The Veritas Forum's website
- Oversee Veritas's public image on influencer web pages and databases (e.g., Guidestar)
- Manage the end-to-end production of all development communications deliverables, working with stakeholders across the Veritas organization to successfully meet deadlines

Work Experience & Skills

QUALIFICATIONS

- Be a mature and growing Christian whose passion for Christ should be grounded in the regular disciplines of Bible study, prayer, and fellowship with other believers in the context of a local church and be evidenced by the fruit of the Spirit in their lives
- Sincere enthusiasm for the mission of The Veritas Forum

- 3-5 years of proven experience writing sophisticated fund development collateral or similar for-profit collateral
- Experience writing complex foundation grant applications and reports or similar for-profit collateral is desirable
- Ability to meet tight deadlines, juggle multiple projects simultaneously, pivot quickly to changing timelines and priorities, and work with minimal oversight
- Strong graphical eye (both design and photography)
- Experience using G Suite and Microsoft Office Suite
- Experience building campaigns and managing audiences in Mailchimp is a plus but not required

EDUCATION

- Bachelor's Degree required

Position Overview

Status | 30-40 hours/week; exempt

Location | United States - Remote. Must be willing and able to work from home.

Travel Requirements | 10 days each year for Veritas events and training

Benefits & Compensation

The Veritas Forum offers benefits and compensation commensurate with experience and competitive with other nonprofit organizations.

Next Steps

Interested applicants should send a resume and cover letter to: jobs@veritas.org.

About Veritas

The Veritas Forum partners with Christian thought leaders, professors, and campus fellowships to support the intellectual credibility of Christianity in the university and the broader public sphere. Veritas is propelled by an ambitious vision to see universities become places where the big questions asked by students are not the reason they lose their faith, but the reason they find it.

Driving this vision are three core pillars of work: campus dialogue, community formation, and content engagement. We come alongside students, faculty, and campus ministers to help create Forums on university campuses around the world that invite intellectually curious students and scholars to explore life's big ideas. In support of this work, we connect, form, and train networks of students and faculty leaders who carry on the conversations through journals and scholarship, and we extend the conversations to global audiences through digital media.

The first Veritas Forum took place at Harvard in 1992, and today nearly 200 universities across the United States, Canada, Europe, and Asia host Forums, and have engaged over 800,000 students, faculty, and university community members.

Our Name

"Veritas" is the Latin word for truth—and a word commonly found in university mottos; it refers to our belief that truth can be sought and found. "Forum" refers to our commitment to creating spaces where ideas can be openly shared and discussed.

Our Beliefs

We are grounded and motivated by the historic Christian faith that seeks to love God and neighbor. We affirm the Nicene Creed and are ecumenical and invitational in our approach.

