

JOB ANNOUNCEMENT Development Specialist

Rewire.News (www.rewire.news) is a nonprofit journalism outlet devoted to publishing evidence-based news, analysis, commentary, and investigative reporting on reproductive and sexual health, rights, and justice. Our work is based on the core roles of journalism in a democratic society: to speak truth to power, foster public knowledge, and provide facts on issues more commonly shrouded in misinformation and ideology.

Rewire.News is an independent 501(c)(3) and an equal opportunity employer; we encourage applications from qualified individuals of all races, ethnic groups, and genders.

POSITION DESCRIPTION

Rewire.News is seeking a development specialist with a passion for combating inequity through evidence-based journalism and a deep understanding of the nonprofit funding landscape. The ideal candidate will be someone who is driven, flexible, compassionate, and patient; can keep a cool head in a fast-paced, largely remote environment; and understands or can quickly grasp the unique needs of a progressive news organization. A good sense of humor, ability to take direction while also knowing when to take action and the ability to communicate with colleagues across different platforms are essential requirements.

The development specialist will partner with the president and editor in chief to raise more than six million dollars annually from foundations, major individual donors, and online donors. The successful candidate will support the president and editor in chief in managing and executing all aspects of the fundraising process, including keeping accurate donor and grant reporting schedules, grant and report writing, and tracking and managing donor relationships. They will also work in close collaboration when necessary with program, editorial, and finance colleagues as well as members of the Board of Directors.

Core Responsibilities

- Accurately track foundation proposal deadlines and reporting dates and requirements;
- Write and produce foundation proposals, reports, letters of inquiry, and other donor-facing materials;
- Manage the donor pipeline by ensuring all online and individual donations are tracked and follow-up is conducted in a timely manner;
- Track donor meetings and ensure timely follow up;
- Maintain *Rewire.News*' fundraising CRM system;
- Conduct donor research, identify potential new funding sources and produce briefing materials for donor meetings;
- Assist the president in staffing the fundraising activities of the Board of Directors;
- Other duties and projects as assigned.

QUALIFICATIONS

- Exceptional writing skills;
- Three to five years of professional experience with a minimum of one year of grant writing for a nonprofit organization;
- Subject matter expertise in reproductive justice issues and the critical role *Rewire.News* plays in reporting on and advancing these issues or be eager to develop such expertise quickly;
- Ability to work independently, take direction and work collaboratively to complete a project;
- Willingness to accept and learn from critique and to grow as a writer and fundraising professional;

- Outstanding project management skills including planning and staying accountable to goals;
- Sharp attention to detail, robust organizational skills, and ability to multi-task and work under pressure;
- Proficiency in CRM systems, preferably experience with Salesforce;
- Strong interpersonal skills, flexibility, passion, drive and a sense of humor.

LOCATION

Rewire.News is a virtual organization. *Very strong preference* will be given to qualified candidates in the greater metro D.C. area. Accommodations may be made for the right candidate elsewhere in the Eastern time-zone. Candidates must have a home or other location with secure internet access from which to work.

COMPENSATION

Rewire.News offers competitive compensation and a generous benefits package that includes a 401(k) plan with employer contributions; health and dental insurance; flexible spending accounts; vacation and sick leave; and employer-paid life insurance, AD&D, STD and LTD.

Salary range: Seventies to mid-eighties, negotiable, depending on experience and skills

APPLICATION

Applicants should check the [Rewire.News jobs page](#) to ensure that the position is still open prior to applying.

Please follow these instructions carefully. Qualified applicants should send an electronic package of materials to apply@rewire.news; no phone calls or emails to staff please. Please note: **We CANNOT accept your application if it is not sent in the following format and does not include the following materials.**

- **Email subject line:** MUST include the title of the position for which you are applying and your full name: **Development Specialist: Your Name.**
- **Body of the email:** The body of your email should be your cover letter, including a clear statement as to why you are interested in this position, why you want to work for *Rewire.News*, why you feel you are qualified, and a summary of your relevant experience. **Please do not send the cover letter as an attachment.**
- **Attachments:** Please include a current resume, three writing samples, and three references able to speak to your skills and experience and who are willing to be contacted, including at least one reference that directly supervised your work.

We regret that we may not be able to reply to all applicants and that we cannot consider applicants who do not provide all the above information.