

[**Advancement Writer for Principal Gifts**](https://jobs.tulane.edu/position/IRC33251)

**Office of Advancement, Principal Gifts**

Location: New Orleans, LA

**Summary**

The Advancement Writer for Principal Gifts is a professional position that provides initial reviews and editing of proposals, gift agreements, and board resolutions for the Office of Legal Affairs and Compliance and writing and communications for the Office of Principal Gifts. This position is responsible for creating written communications for Principal Gifts, working with all departments within the Office of Advancement and other departments throughout the university as needed. This will include, but is not limited to, copyediting, intake of gift/marketing materials, letters, proposals, concept notes, talking points, and white papers to support principal gift fundraising efforts. Sound judgment and the ability to think and act proactively with little direct supervision is a must.

**Required Knowledge, Skills, and Abilities**

• Bachelor’s Degree

• 2+ years’ experience in professional writing in a donor-centric environment, business or technical writing, communications, media relations, or related field

**OR**

• Any appropriate combination of relevant education, experience, and/or certifications may be considered.

**Required Education and/or Experience**

• Demonstrated skills in writing and attention to detail (Writing samples and proofreading test will be required.)

• Excellent organizational skills and the ability to prioritize and complete work assignments with little direct supervision.

• Excellent verbal and written communication skills, including the ability to communicate and work cooperatively and effectively with university leaders, faculty, staff, gift officers, prospects, donors, and volunteers.

• Experience and proficiency in word processing, spreadsheet, presentation, and database software.

• Professional and positive attitude; ability to multitask and maintain composure in a fast-paced and high-stakes environment.

• Ability to make informed decisions independently, demonstrate initiative, and follow through on commitments to achieve them on time.

• Experience working with sensitive information and ability to maintain strict confidentiality.

**Preferred Qualifications**

• Experience in a research university environment.

• Familiarity with nonprofit fundraising, with commitment to the values of an institution of higher education.

***Please Note:*** *Cover Letters are encouraged, but not required for this position.*

**Compensation Information**

Tulane offers a variety of options to enhance your health and well-being so that you may enjoy more out of life now and in the future. Learn more about [Life at Tulane](https://hr.tulane.edu/jobs/life-tulane) as well as our [Benefits and Pay](https://hr.tulane.edu/jobs/our-benefits). See our [Candidate Resources](https://hr.tulane.edu/jobs/candidate-resources) to learn more about our hiring process and what to expect.

This position will close on **the date it is filled**

Please Note: Depending on your role and the department in which you work, you may be expected to adhere to COVID-19 requirements, such as vaccinations and booster shots.

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Tulane University is responsible for providing reasonable accommodations to individuals with disabilities throughout the applicant screening process. If you need assistance in completing an application or during any phase of the interview process, please contact the Office of Human Resources by phone at 504-865-4748 or by email at hr@tulane.edu.

[Apply now >>>](https://selfservice.tulane.edu/OA_HTML/OA.jsp?OAFunc=IRC_VIS_VAC_DISPLAY&p_svid=33251&p_spid=516300)