
Job Title	Advancement Writer
PVN ID	LE-2208-004986
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	Institutional Advancement
Status	Full Time
Annual Salary	\$70,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	Jan 25, 2023 (Or Until Filled)

General Description

Mandatory Vaccine Mandate: As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

Job Description

GENERAL DESCRIPTION

Lehman College serves the Bronx and surrounding region as an intellectual, economic, and cultural center. Lehman College provides undergraduate and graduate studies in the liberal arts and sciences and professional education within a dynamic research environment, while embracing diversity and actively engaging students in their academic, personal, and professional development.

Lehman College is committed to providing the highest quality education in a caring and supportive environment where respect, integrity, inquiry, creativity, and diversity contribute to individual achievement and the transformation of lives and communities.

Reporting to the Vice President of Institutional Advancement, the Advancement Writer is primarily responsible for creating proposals, reports and other communication materials related to philanthropic support of Lehman College. The Lehman College Institutional Advancement team is collectively dedicated to promoting, describing and supporting the needs of Lehman College students and faculty. Joining this team will provide successful candidate to make a substantive difference in the lives of more than 15,000 students pursuing their education at Lehman College.

The College's determined students are dedicated to pursuit of higher education and the furthering of fruitful careers. 57% are first-generation college students, proving to themselves and their families they can succeed with Lehman's help. 93% of undergraduates are students of color, mirroring the demographic profile of the Bronx, which 59.3% of Lehman students consider their primary residence. 59% begin with household income below \$30,000, prioritizing education as a way to achieve long-term financial stability. 53% are bilingual and speak a language other than English at home. In fact, approximately 130 cultures are represented with Lehman's student body.

Lehman College has been recognized for its ability to help our students shape better futures. The College has recently been ranked #1 among Hispanic Serving Institutions in the U.S. for helping students climb the economic ladder. The College has the 3rd highest upward mobility rate the U.S., measuring success at propelling lower-income graduates into the top 40 percent of wage earners, and is ranked in the Top 10% of "Best Bang for the Buck Colleges" in the Northeast.

Other Duties

- Serve as a resource to the team to review and edit copy and ensure adherence to Lehman College standards
- Liaison with Media Relations to maintain current Lehman College fact sheet
- Diverse assignments to support the activities of the Advancement team, as assigned
- Gather content from Deans, faculty and senior administrators to develop narrative and budget on new initiatives
- Maintain, in partnership with Media Relations and Publications, a collection of student and faculty stories and images to exemplify Lehman College
- Support department excellence by copy editing documents as assigned
- Support full-scale departmental events, including but not limited to the annual gala
- Attend trainings and staff meetings as required
- Perform related duties as assigned

Qualifications

Primary Responsibilities

- Draft proposals, solicitation and stewardship packages
- Draft briefing documents to support donor and potential donor meetings
- Draft President and Vice President's correspondence
- Create annual fund solicitation letters, acknowledgement and stewardship letters

Qualifications

Lehman College is seeking an exceptional individual to join our team as the Advancement Writer.

This work requires ability to analyze issues and solve problems, respect for differences, as well as sound and independent judgment, diligence, taking direction as well as self-direction. This position requires highly developed writing, verbal and critical thinking skills. The Advancement Writer should be comfortable working in

an environment that values intra- and inter-divisional collaboration which frequently require clarity, outreach and partnership.

Minimum Qualifications

Bachelor's degree from an accredited four-year college or university and a minimum of four years' related experience.

A minimum of two years related experience should be in a higher education setting.

Lehman College seeks candidates who possess:

- Excellent written and oral communication skills
- Background and experience in writing and / or publishing
- Diligence and self-direction coupled with the ability to plan, execute, assess, and improve,
- A positive, warm and friendly attitude, characterized by integrity, honesty, openness, flexibility, sound judgment, and adherence to high ethical principles,
- Ability to work collaboratively across unit and divisional lines

Physical Requirements

- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other sites as needed.

How to Apply

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position. Selected candidates will be asked to complete a writing exercise. Qualified candidates will be contacted in early September 2022 for interviews.