



CENTER FOR INTERNATIONAL ENVIRONMENTAL LAW POSITION DESCRIPTION

POSITION TITLE: Staff Writer
SUPERVISOR(S): Vice President

LOCATION: Washington DC
SALARY: DoQ \$40,000-60,000

SUMMARY DESCRIPTION:

Since 1989, the Center for International Environmental Law (CIEL) has used the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. CIEL seeks a world where the law reflects the interconnection between humans and the environment, respects the limits of the planet, protects the dignity and equality of each person, and encourages all of earth's inhabitants to live in balance with each other. CIEL pursues its mission through legal research and advocacy, education and training, with a focus on connecting global challenges to the experiences of communities on the ground. In the process, we build and maintain lasting partnerships with communities and non-profit organizations around the world.

The Staff Writer supports the implementation of a multi-faceted fundraising strategy and communications program to strengthen CIEL's role and reputation as a leader in defending the right to a healthy planet. The writer assists CIEL fundraising and communications team in drafting, editing, and proofing grant proposals, renewals, and reports; programmatic reports, press releases, and online content; and major gifts and individual fundraising stewardship and solicitation materials. This position is designed for an exceptional writer and strategic thinker with strong attention to detail and the ability to master a broad range of subject matter. The Staff Writer will work with the Vice President and senior staff to: grow CIEL's profile, reputation, and revenue for current and future programs; frame CIEL's message; develop and maintain a consistent organizational voice across content and platforms; and support engagement with both online and traditional media.

Essential Duties and Responsibilities:

- Draft, edit, and proof grant proposals, renewals, and reports for foundations and individual funders and ensure their timely submission;
- Work with program staff to write and publish public-facing content on behalf of CIEL programs, serving as drafter, editor, and proofreader;
- Help develop and implement annual and long-term development plans and communications strategies working closely with the Vice President and Communications Manager;
- Assist and coordinate with the communications and development teams to develop and grow CIEL's public profile as a thought leader through extensive content creation;
- Support development and communications activities, including by conducting background research, analyzing impact, and learning from past and current practices to boost supporter engagement and individual fundraising
- Participate in and contribute to weekly development and communications planning meetings;
- Assist with administrative and support tasks as they arise.

Required Qualifications:

- Bachelor's degree or equivalent demonstrated experience;
- At least 3 years writing in a nonprofit context, ideally with experience writing in a fundraising/development capacity;
- Superior writing and editing with impeccable attention to detail;
- Demonstrated ability to think strategically and develop solutions both independently and as part of a team;
- Strong organizational skills and ability to manage multiple tasks simultaneously;
- Ability to work both independently and in close coordination with a team, take initiative, exercise good judgment, and follow through;
- Authorization to work in the United States;
- Native English proficiency;
- Ability to learn new skills and adapt to new systems quickly;
- Ability to work full time.

Additional Preferred Qualifications:

- Understanding of environmental and human rights issues;
- Understanding of foundation and/or major donor fundraising;
- Experience soliciting gifts from and stewarding relationships with foundations and major donors;
- Great sense of humor and ability to operate comfortably in a relaxed, collaborative, and informal work environment;
- Experience with donor databases and/or constituent management systems (e.g. Raisers Edge, Blackbaud, Salesforce, DonorPerfect);
- Additional language skills a plus.

This is a full-time, exempt position based in Washington, DC that reports to the Vice President. In light of the current health crisis, we will support this new team member in working remotely until we can all work together in our DC office again. Salary is commensurate with experience and competitive with similar non-profit positions. CIEL offers an excellent benefits package, including employer-paid medical, dental, vision, and a 403(b) retirement savings plan with employer match.

To apply, please send a cover letter, résumé, short relevant writing sample, and a one-paragraph answer to *"Why are human rights important in the context of the environment?"* in a single PDF via email to jobs@ciel.org with the title "Staff Writer: Your Name." The position will remain open until filled. Desired start date is as soon as possible. Only applicants selected for interviews will be contacted. No telephone calls, please.

About CIEL: CIEL's dynamic team of international attorneys and experts work together in a collaborative and supportive work environment to tackle some of the most interesting and challenging issues facing people and the planet. CIEL is actively committed to the principles of multiculturalism, equal employment opportunity, and to building an organization that is as diverse as the communities we serve around the world. CIEL encourages applications from all qualified individuals without regard to race, color, national origin, age, sex, sexual orientation, gender identity or expression, family responsibilities, religion, disability, or veteran status.