

Writer/Editor II - Donor Relations
Loyola Marymount University, California
www.lmu.edu

Contact: Human Resources
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Loyola Marymount University's department of University Relations Services has an opening for a Writer/Editor II. Reporting to the Director of Donor Relations this position prepares acknowledgment letters on behalf of the President and the Senior Vice President for University Relations. Edits and writes donor reports and other materials used for the purpose of donor relations.

Loyola Marymount University shares in a rich intellectual heritage fostered by the Jesuit and Marymount educational traditions and founded on social justice and ethical values. Governed by an independent Board of Trustees, LMU cherishes its Catholic identity while at the same time welcoming people from diverse social, religious, and cultural backgrounds. LMU is in Los Angeles, yet near the Pacific Ocean, offering a dynamic cultural environment.

We seek candidates who typically possess a bachelor's degree in English, Communications or related field or equivalent experience. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of policy changes. Demonstrated knowledge in the areas of: fundraising, donor relations and business communication. Exemplary written communication skills evidenced by background in development writing as well as external letters and reports. Excellent interpersonal skills are required in order to coordinate with other departments and maintain open lines of communication with necessary parties. Maintain confidentiality of records, correspondence and other administrative support. Demonstrated ability for basic research and editing. Demonstrated organizational skills needed for quick turn-around and frequent periods of high volume. Demonstrated computer competency and competent knowledge of Microsoft Office systems and preferable a basic knowledge of inDesign.

We offer a comprehensive benefits package. Interested candidates must apply by submitting a cover letter, resume and salary requirements to <http://jobs.lmu.edu> (Reference #09-303). EOE.