

Writer and Copy Editor

Who We Are:

The Water Mission® organization is a Christian engineering nonprofit that designs, builds, and implements safe Water, Sanitation, and Hygiene (WASH) solutions for people in developing countries and disaster areas. Since 2001, Water Mission has used innovative technology and engineering expertise to provide access to safe water for nearly four million people in 55 countries. Water Mission has 350 staff members working around the world in permanent country programs located in Africa, Asia, Latin America, and the Caribbean.

Notably, Charity Navigator has awarded Water Mission its top four-star rating 12 years in a row, a distinction shared by less than one percent of the charities rated by the organization. To learn more, visit watermission.org.

Position Summary:

Water Mission's Writer and Copy Editor will create compelling stories, winning proposals, and engaging correspondence and impact reports. Other writing projects will include, but are not limited to, professional copy for web pages, video scripts, articles, blogs, white papers, and marketing collateral. The ideal candidate will possess strong storytelling abilities, work well with technical language and content, conduct industry research to support and strengthen content, and have a keen eye regarding sentence structure and grammatical rules. This individual will be highly proactive, creative, detail-oriented, and capable of working autonomously and as a team. This person will also possess well-developed project management and organizational skills. Finally, the ideal candidate for this job will be open to constructive feedback and committed to delivering the very best content possible.

Qualifications Required:

- Maintains a strong Christian witness to colleagues, vendors, donors, charitable beneficiaries, and the general public
- Bachelor's degree required, additional education preferred – preferably in English, Journalism, or Communications
- 5+ years' writing and editorial experience in Development, Journalism, Marketing, and/or Communications fields
- Preference for candidates with nonprofit or mission agency communications experience
- Exemplary writing, editing, proofreading, grammar, and syntax skills
- Ability to write for a variety of channels and audiences
- Exceptional storyteller
- Excellent communication and interpersonal skills with ability to conduct thorough research and interviews, check facts, ask clarifying questions, build rapport, maintain relationships, and respond with flexibility to unanticipated requests
- Ability to work independently and collaboratively with a team
- Willingness to accept and give constructive feedback
- Strong detail and process orientation; ability to effectively manage an unpredictable workload and competing priorities while meeting concurrent deadlines

- Fluency with all Microsoft programs such as Word, PowerPoint, Excel, and Outlook
- An appreciation for the mission of Water Mission and the work the Lord is doing through the ministry

Position Responsibilities:

- Committed Christian with an active relationship with Jesus Christ
- Generate content that drives partner interest, engagement, and growth
- Write persuasively, clearly, and concisely; seamlessly blend information from multiple sources in a compelling way
- Accurately transform complex material into easily readable, detailed, and inspiring cases for support including:
 - Monthly partner and donor updates
 - Impact reports
 - Concept pieces and proposals
 - Appeal letters
 - Collateral materials
- Ensure quality control for all written material – content should align with ministry goals; communicate the desired key messages; and adhere to ministry standards, style guides, and legal and compliance guidelines
- Learn, maintain, and develop the brand voice of Water Mission
- Assist in developing and executing an integrated content marketing plan
- Collaborate with the Editorial and Visual Media Coordinator to gather information from international field locations and U.S. staff
- Work to improve systems and processes to better serve stewardship, events, and program teams at Water Mission
- Quickly develop and maintain a strong knowledge of Water Mission’s programmatic areas

Competencies:

- Concern for Quality
- Integrity and Truth
- Attention to Communication
- Service Awareness
- Self-Development
- Initiative
- Strategic Thinking

Interested, qualified applicants should apply at: <https://watermission.org/get-involved/join-our-team/careers/>