GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

The Science Writer, Stewardship and Donor Relations, plays a key role in highlighting the latest accomplishments from the talented faculty at Brigham and Women’s Hospital through compelling narratives that update major and principal gift donors on the impact of their philanthropy. The Science writer translates complex information into clear, yet exciting, progress reports for the Hospital’s most generous supporters. The position reports to the Director of Stewardship and Donor Relations.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

- Interview physicians, researchers, and other healthcare professionals to gain insight on specific accomplishments (both incremental and significant), new clinical applications, leveraged funding opportunities, and other areas of specific interest to donors.
- Conduct independent research on scientific papers and submissions, clinical trials, laboratory and lecture content related to donor-supported initiatives.
- Plan and write annual narrative reports that convey the impact on philanthropic support on the Hospital’s mission, and the specific initiatives funded by donors. Collaborate with gift officers to determine optimal content, tone, and approach for donors.
- Produce reports in a timely fashion and/or to meet specific deadlines.
- Create research briefs, speaking points, proposal content and other collateral as needed for stewardship purposes.
- In coordination with Information Systems, enter all narrative report related data into the Raiser’s Edge database. Provide report content resources, such as interview transcripts and publications, for Development staff on the office’s SharePoint site.
- Other duties as assigned.

QUALIFICATIONS: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

- Bachelor’s degree in the life sciences or English/Journalism or related field required.
- 3+ years of writing experience required.
- Ability to translate complex information into lay friendly language accurately.

SKILLS/ ABILITIES/ COMPETENCIES REQUIRED: (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

- Excellent written and verbal communication skills.
- Ability to juggle multiple priorities with competing deadlines.
- Exhibited professionalism and integrity.
- Strong customer service orientation.
• Ability to work independently and be resourceful.

**HOSPITAL WIDE RESPONSIBILITIES:** These are required of all staff, regardless of position. Do not remove these standards.
Works within legal, regulatory, accreditation and ethical practice standards relevant to the position and as established by BWH/Partners; follows safe practices required for the position; complies with appropriate BWH and Partners policies and procedures; fulfills any training required by BWH and/or Partners, as appropriate; brings potential matters of non-compliance to the attention of the supervisor or other appropriate hospital staff.

Confidential inquiries may be directed to Martha M. Hanlon, Director of Development, Staff Development, Partners HealthCare Inc. at mmhanlon@partners.org

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.