



JOB POSTING

Senior Writer, External Communications

Who We Are

SaverLife is a national nonprofit and advocacy organization using technology to improve the financial health of people living on low-to-moderate incomes. SaverLife helps our members build financial health and savings through our fintech product, with a personalized experience that includes financial content, savings rewards and incentives, trusted referrals, and access to a supportive online community. Leveraging our fintech product and research findings, we bring our members' voices and priorities into system-level conversations to ensure current and emerging products, programs, and policies support their unique financial health journeys.

About the Role:

We are looking for a thoughtful and conscientious storyteller to interview SaverLife members and produce feature-style articles and weave them into other types of content like blogs, reports, decks, annual reports etc. The Senior Writer's journalistic skills and curiosity are crucial in creating content that helps SaverLife create the conditions for its members to improve their financial health. The Senior Writer demonstrates precision in writing, a deep understanding of SaverLife's diverse stakeholders, and excellent relationship management skills. Articulates SaverLife's mission, values, and achievements to a varied audience through written storytelling which engages donors, stakeholders, partners, and the public.

Responsibilities

- Plans, researches, and writes communications content (articles, long-form stories, reports, op-eds, press releases etc) that build visibility for SaverLife's brand and mission, programs, services, and impact, including theme development, research, conducting interviews, transcribing, writing, editing, proofreading, and uploading to the website. (40%)
- Utilizes SaverLife research findings and member stories to generate creative assets and social media posts. Collaborates and develops strong relations with departments across SaverLife to gather information and stories to bridge content efforts (10%)
- Monitors, tracks, and elevates relevant movement in the financial health space, including headlines, new research findings, and policy and advocacy opportunities, and integrates this knowledge into content development and org-wide conversations (10%)
- Leads the development and maintenance of an updated style guide for the organization — overseeing its creation and ongoing updates (10%)



- Maintains a bar of editorial excellence for proofreading and editing and provides editorial services, including copyediting and proofreading, to departments across SaverLife. (15%)
- Maintains and enforces the SaverLife style guide and other institutional branding and editorial resources/assets. (5%)
- Oversees all aspects of SaverLife's annual report, including identifying themes, writing all copy, and helping with selection of images/graphics. (5%)
- Performs other duties as assigned. (5%)

Who You Are:

- Attentive and tactful to ensure our members feel seen, heard, and understood
- Diligent, and precise in bringing different sources and ideas together to shape larger narratives
- Comfortable leading the buildout and maintenance of new frameworks and systems that stretch across the organization
- Willing to dive in and support different teams and projects as needed

What You Bring:

- Five to seven years of professional writing experience
- Outstanding writing skills and the ability to readily flex messaging to varied external audiences
- Background in journalism and/or the non-profit sector strongly preferred
- Track record as an effective project leader
- Demonstrated experience with multiple content management systems and other software
- Bachelor's degree in English, Journalism or related field or a combination of education and experience is required
- The ability to multitask, prioritize tasks, and meet deadlines in a fast-paced environment
- Understanding of social media best practices and experience managing a multi-channel social media presence

Working for SaverLife

At SaverLife, we are committed to a diverse, equitable, and inclusive workplace, and we provide equal employment opportunities for all applicants and employees. All qualified applicants for employment will be considered without regard to race, color, sex, gender identity, gender expression, religion, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, family care status, marital status, domestic partner status, sexual orientation, genetic information, military or veteran status, or any other basis protected by federal, state, or local laws. If you are unable to submit your application because of incompatible assistive technology or a disability, please contact us at careers@saverlife.org. SaverLife will reasonably accommodate qualified individuals with disabilities to the extent required by applicable law.

At SaverLife, the health and safety of our people is our number one priority. That's why all offers of employment in the U.S. where legally permitted are contingent on the candidate showing proof of being fully vaccinated against Covid 19 (currently one dose of the Johnson & Johnson vaccine or two doses of



the Pfizer or Moderna vaccine) to pass the pre-employment requirements. Individuals with medical issues or religious beliefs or practices that prevent them from getting the vaccine may request an exemption from the vaccine requirement.

SaverLife is a remote-first organization. We are ideally looking for a candidate who lives in the Eastern Standard Time zone and is open to occasional travel as needed. This position is only open to candidates eligible to work in the U.S.

What We Offer

- This is a full-time exempt position with an annual salary of between \$70,000 and \$80,000, depending on experience.
- We believe in work-life balance and are committed to keeping the workload aligned with this value. In addition, we offer Flexible Work Schedules and Alternating Flex Fridays off.
- Full individual medical, vision, and dental insurance. SaverLife also covers 50% of health benefits for employee families.
- Life and long-term disability coverage.
- Section 125 Flexible Spending Account (or HSA Account).
- 3 weeks of accrued vacation per year.
- 9 paid sick days per year.
- 11 paid holidays per year.
- Alternating Flex Fridays
- \$1,000 per year allocated for professional development.
- SaverLife 401K match of up to \$6,000 per year.
- \$50 per month internet stipend and up to \$500 to set up your home office.

Our Hiring Process and Timeline

- If this opportunity sounds perfect for you, please submit a cover letter, resume, and writing sample to careers@saverlife.org.
- Applications will be screened on a rolling basis.
- Interviews will take place in September and October.
- Finalists will be asked to complete the Predictive Index (PI) Behavioral Assessment prior to the final interview. (Learn more about the [Predictive Index Behavioral Assessments.](#))
- If selected, we would like to have you start as soon as possible.

If you are not sure if this opportunity is for you, are simply curious, or know someone who would be perfect, please email careers@saverlife.org.