FOUNDATION GROUP ®

Nonprofits Get Started Here!SM

JOB DESCRIPTIONS

Position: Technical Writer (full-time)

About the company: Foundation Group (FG) has provided complete formation and compliance services to nonprofit organizations since 1995. In all, the company has successfully guided over 12,000 nonprofits through the IRS 501(c)(3) process. From Form 990 preparation to Charitable Solicitations registration and other services, the FG team works with new and existing nonprofits to keep them fully compliant with state and federal regulations.

About the position: This is a full-time position that supports FG Consultants. The Tech Writer is responsible for organizing IRS Form 1023 applications from narrative writing to budgets. Candidates for this position must be able to work with multiple sources of information in order to compile complete and accurate applications. This role is writing intensive. The ideal candidate will look at each application with a fresh pair of eyes. An FG Tech Writer's most important function is to convey the nonprofit's vision and program details in a clear, concise and compelling manner. The ideal candidate for this position will possess the following qualities:

- Strong interest in the nonprofit sector
- Excellent writing and analytical skills
- Strong time management ability
- Keen attention to detail
- Ability to work independently while comfortable asking for further direction or assistance

In addition, the Technical Writer is responsible for making revisions as needed. An ability to review client files to identify potential red flags is also necessary.

Responsibilities:

- Research / knowledge of IRS tax-exemption requirements & state corporate formation guidelines
- Technology use for client management & workflow accomplishments
- Paperless document management environment – create final filing documents for clients
- Other duties as assigned (cross-training for all FG client support roles)

Position reports to: Director of Formation Services; works closely with Workflow Coordinator

Minimum Qualifications:

- 2 years strong technology use / writing experience and/or education equivalence; Bachelor's degree preferred
- Must be comfortable writing from technical perspective, multiple projects per day.
- Technology skills essential to create documents, manage virtual files, electronic storage & retrieval, client database
- Proficiency level in pdf, Excel, Word, and database software / programs should be demonstrated.
- Excellent communication skills, both written and oral

Location: Nashville, TN

Submit Resume to jobs@foundationgroup.com / Subject Line: Technical Writer Job Posting

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