

KBOO Community Radio

INTERIM Development Director Job Description

Department: Development
Reports to: Station Manager
Job Title: Interim Development Director
FTE: 30-hours a week/ \$20 per hour

Time period: October- December 2018
Employment Status: Non-Exempt
Positions Supervised: Volunteers
Date revised: September 2018

General Description: The Development Director will help ensure we meet our annual revenue goals. The Development Director will also generate promotional materials, press materials and press relationships for KBOO. This position requires extensive work with volunteers. As in all positions at KBOO, the Development Director will work very closely and interdependently with other staff. This position is a member of the Revenue and Promotions Operating Teams. It is the responsibility of the Development Director to ensure that our fundraising plan focuses on those activities with the greatest return on investment (ROI) of time and resources.

The Development Director will ensure that all fundraising strategies and activities are in alignment with KBOO Community Radio's mission, charter, goals and policies.

Qualifications:

The ideal applicant will have the following qualifications: At least 4 years of proven development experience in the non-profit sector, preferably with significant foundation and major donor fundraising work

Experience leading social media campaigns, including but not limited to FaceBook, Twitter, etc.

Strong annual report, newsletter and grant writing skills

Excellent knowledge of technology and appropriate software, including database management, spreadsheets and electronic communication, including online giving

Ability to produce accurate and timely reports and do all follow-up necessary to fulfill grant obligations

Ability to work with graphic artists to produce print materials

Highly self-motivated, with the ability to manage multiple projects and work according to specific deadlines

Excellent written communication, research and organizational skills

Excellent interpersonal communication skills; excellent oral communication and ability to participate in public speaking events

Ability to delegate responsibility and ensure accountability

Ability to train and supervise volunteers

Ability to work flexible hours, including evenings and weekends, as necessary

Ability to work effectively and respectfully with socio-economically, racially, culturally and linguistically diverse communities and individuals

Ability to work with a diverse population within KBOO's multicultural, cooperative, progressive organization

Ability to model respectful, inclusive, responsible behavior that is consistent with KBOO's mission and program charter

Responsibilities:

General:

Identify and address institutional and individual acts of oppression at KBOO. Ensure there is interruption of the oppression, follow-up and support for those impacted as well as documentation/record keeping of the incident.

Development Administration:

1. Coordinate and lead a development/fundraising plan and timeline each year and long-term.
2. Coordinate and ensure thank you letters and acknowledgements.

Foundations:

1. Leading foundation relationships, grant applications, following agreements, thank you letters, and reporting

Campaigns:

1. Coordinate the end-of-the year campaign\
2. Conduct donor communications; developing segmentation, improving our renewals and direct mail strategies.
3. Lead other fundraising campaigns as needed/designed by the organization.

On-line:

1. Develop a plan for click-through partnerships and on-line donations.
2. Design other fundraising campaigns as needed.

Membership

1. Coordinate fundraising activities with membership department and Revenue Operating Team,
2. Support membership drives, especially messaging and pitch materials.
3. Develop and solicit matches and prizes for drives

Major Donor:

1. Coordinate major donor events and relationships.
2. Develop special asks for major donors during campaigns, ex. End-of-year and special projects.
3. Create and send handwritten thank you notes to all \$250 or greater gifts for major donors you meet with.

Businesses

1. With Revenue Operating Team, ensure there is a plan for businesses donations.
2. Business matches for drives.
3. Sponsorships for development-initiated events.

Planned Giving

1. Lead messaging and recognition/acknowledgements.

Communications:

1. With Web and Social Media Coordinator and Volunteer and Outreach Coordinator, ensure there is a strategy to bolster KBOO's promotional efforts with a doable communications plan, that it is implemented and tracked/reported on monthly.
2. Lead development/fundraising messaging - with staff, clarify and lead our messages at different times of year for giving/development.
3. Coordinate fundraising related social media planning with Web and Social Media Coordinator.
4. Lead donor communications, e-newsletter creation, editing and sending.
5. Lead development of annual report.
6. Lead development of fundraising marketing materials/hand-outs.

Misc.:

1. Assessment, evaluation of all of the above, assessing best return on investment for all development activities

2. Requesting and supporting volunteers for all of the above as needed.
3. Participating in staff meetings, revenue operating team and promotions operating team.

Working Conditions

KBOO has a small paid staff and about 500 volunteers. KBOO has regular membership drives. They require an intense amount of time and coordination. The atmosphere is hectic and stimulating. The ability to work in this kind of environment is essential.

Workplace expectations at KBOO radio include: effective verbal and written communications, conflict de-escalation, skillful volunteer relations and utilization, capable project management, work-area organization, response to phone calls and correspondence, teamwork and cooperation with other employees, volunteers, and Board members; furtherance of KBOO mission, goals and values; meeting attendance and participation; capable departmental budgeting and punctuality.

Equipment Used & Physical Working Conditions

Computer, voicemail, copier, fax. Applicant must be able to remain in a stationary position approximately 50% or more of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. Applicant must have ability to operate a computer and other office productivity machinery, such as a calculator, copy machine and computer printer.

Equal Opportunity Employer

KBOO Community Radio is an equal opportunity employer and affirmative action employer. Women and people of color are encouraged to apply. Our organization does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, sexual orientation, class, gender identity, creed, physical or mental disability.