



Redwood Community Radio- KMUD

Job Title: Development Coordinator

Reports to: Station Manager

Employment Status: Full Time

Hours: 40 per week- salary position

General Description: The Development Coordinator will ensure the sustainable growth and financial health of the organization. This will be done by increasing revenue at KMUD Community Radio through a variety of means, including, but not limited to: major donor identification and cultivation, capital campaigns, annual campaigns, special events, online fundraising, underwriting contracts, bequests, in-kind giving, as well as serve as the primary Underwriting Representative. The Development Coordinator will also generate promotional materials, press materials and press relationships for KMUD. This position requires extensive work with volunteers, including members of the Development Committee. As in all positions at KMUD, the Development Coordinator will work very closely and interdependently with other staff.

The Development Coordinator will ensure that the fundraising strategies are in alignment with KMUD Community Radio's mission, goals and policies.

Qualifications

The *ideal* applicant will have the following qualifications:

- Proven development experience in the non-profit sector, preferably with major donor fundraising work, as well as large event planning.
- Excellent knowledge of technology and appropriate software, including database management, spreadsheets and electronic communication, including online giving.
- Ability to delegate responsibility and ensure accountability
- Ability to produce accurate and timely reports, with research and organizational skills.
- 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.
- Ability to maintain confidentiality.
- Ability to train and supervise volunteers.
- Ability to work flexible hours, including evenings and weekends, as necessary.
- Ability to work effectively with socio-economically, racially, culturally and linguistically diverse communities, ability to participate in public speaking events.
- Ability to work with a diverse population within KMUD's multicultural, cooperative, progressive organization.

- Ability to model respectful, inclusive, responsible behavior that is consistent with KMUD's mission and KMUD Family Rules.

Essential Functions & Responsibilities

- Create and implement annual development plan and strategy.
- Develop and present KMUD's overall development efforts to meet annual budget requirements.
- Cultivate and nurture relationships with current and potential donors.
- Develop and grow our individual donor base; manage multiple annual Pledge Drives, cultivate major gifts, and special thank you gifts (premiums).
- Work closely with the Membership Director, and Board of Directors to address lapsed memberships.
- Create and maintain press kit, underwriting literature and paper promotional materials.
- Develop and implement a comprehensive marketing and public relations strategy, including building relationships with other media.
- Work closely with Development Committee, and Finance Committee to develop and promote annual funding campaigns and signature events.
- Work closely with Development Committee, Finance Committee and Station Manager to develop annual funding plan.
- Must be willing to follow and fully understand FCC and IRS rules regarding Underwriting language and execute messaging on KMUD following the letter of the licensing law.
- Train and lead volunteers to support fundraising and marketing efforts with the KMUD Volunteer Coordinator.
- Develop and manage Board fundraising.
- If directed, develop and coordinate culturally appropriate fundraising events in our multiple communities.

Salary

Range \$32,000- \$41,600 annually. Salary commensurate with experience.

Introductory Period

There is a three-month introductory period. This period is not to be construed as a contract. This means that employment can be terminated, with or without cause, and with or without notice, at any time *during or after the introductory period*, at the option of the organization or at the option of the employee. The employee shall be evaluated before the end of the introductory period, and within 30 days of the annual anniversary of the employee's hire date. Employees of Redwood Community Radio are reviewed on an ongoing bi-annual basis.

Benefits

This position offers paid vacation, sick leave, an annual personal day and at least 11 paid holidays per year, in accordance with KMUD Employee Benefits Policy

Annually KMUD observes a 2% cost of living annual increase (COLA). The COLA is applied on January 1st of each year.

Working Conditions

KMUD has a small paid staff and about 400 volunteers. KMUD has regular membership drives. They require a substantial amount of time and coordination. The atmosphere is animated and stimulating. The ability to work in this kind of environment is essential.

Workplace expectations at KMUD 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 KMUD mission, goals and values; meeting attendance and participation; capable departmental budgeting and punctuality.

KMUD is currently implementing a strategic plan through 2020. All positions have responsibilities specified in that plan.

Equipment Used & Physical Working Conditions

Computer (mac and pc), 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.

Applicant must also be able to lift and carry up to 50lbs regularly, and be prepared to move and haul various sized equipment for use in live special events. Hauling of equipment is a normal part of working at KMUD.

Equal Opportunity Employer

KMUD 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, creed, physical or mental disability.

KMUD observes all state and federal law concerning employment.

To Apply:

We must receive a cover letter, resume, 3 professional references and a writing sample no later than 5:00 pm PDT on July 29th 2016. We'd prefer receiving your application (ideally as one attachment) emailed to [hiring@kmud.org](mailto: hiring@kmud.org), but you may also mail/deliver your application to:

KMUD Radio - Development Director Hire, P.O. Box 135 Redway, CA 95560