JOB OPENING
DEVELOPMENT COORDINATOR POSITION DESCRIPTION

POSITION SUMMARY

This part-time position, under the guidance of KCAW’s Development Director and General Manager, will learn the workings of KCAW-FM’s development department. A successful candidate in this role will find out how different types of fundraisers work, such as on-air drives, underwriting, direct mail, and special events. This role coordinates projects on several levels - locally and regionally, with CoastAlaska development staff. This position is meant to provide on-the-job training and mentorship to someone interested in starting a career in public radio and/or nonprofit fundraising.

WHO WE’RE LOOKING FOR

Not having a public radio or fundraising background should not stop anyone from applying. We’re looking for someone who has a passion for community, creative media, and KCAW’s mission. Our goal is to create - and maintain - a work environment where people collaborate, share ideas, support one another, and otherwise lift each other up.

If you have these qualities, this job is for you:

- Familiarity with KCAW and Southeast Alaska: We’re looking for someone who understands some of the history, sound, and programming of Raven Radio and knows about the region we serve.
- Teamwork: The Development Coordinator works with the Volunteer Coordinator and Operations Director on programming adjustments, food donations, and volunteer scheduling for on air drives - we support each other.
- Service-oriented: you like to help others. You feel comfortable working with people of all skill levels, across a whole spectrum of accommodations.
- Organized: you can keep track of many projects and follow through on deadlines. You also can ask for help when you see a need for it.
- Willing to grow: you are open to different ideas and ways of working, and accept meaningful feedback.
- Versatile: you are comfortable with working alone and working with others on a variety of projects.
- Switching gears: you feel comfortable with multitasking and working on several projects at once.
- Relationship-focused: you are empathetic and a good listener.

WHAT YOU WILL LEARN

1. Organizes KCAW’s On-Air Membership Drives. Organizes all support structures for our fundraising drives. This includes recruiting, scheduling, and training on-air pitchers and phone bank volunteers, soliciting and scheduling matches, selecting, ordering, and fulfilling thank you gifts. Monitors pitching,
providing meaningful feedback for people on air.

2. *Coordinates KCAW’s membership program.* Organizes, oversees, and coordinates communications with KCAW’s member donors. Drafts direct mail and email solicitations. Creates branding and messaging for seasonal fundraising campaigns. Partners deeply with CoastAlaska Membership Coordinator. Produces pre-recorded fundraising content.

3. *Solicits business support.* Develops and implements a plan to seek corporate and business support in the form of on-air drive matches and in-kind donations. Can come from local, regional, statewide, and national sources.

4. *Develops underwriting support.* Solicits and secures on-air and online underwriting from businesses, corporations, and nonprofit organizations. Prepares and maintains underwriting contracts. Records, produces, schedules, and airs announcements.

5. *Develops and executes fundraising events.* Organizes, oversees, and coordinates special fundraising events that meet KCAW’s mission, revenue, and community health needs. Creates sponsorship opportunities for local businesses. Works with teams of staff members, volunteers, and vendors.

6. *Partners on major gift cultivation.* Works with the General Manager to develop and implement membership stewardship initiatives, including building relationships with major donors. Accurately tracks contacts & gifts.

7. *Oversees KCAW’s retail store.* Promotes and strategizes retail sales, including in-house and online stores. Works with Retail Coordinator to maintain inventory and fulfill orders.

8. *Assists in grant writing efforts:* Proofreads and edits grant applications, provides content suggestions.

9. *Develops an annual fundraising plan.* Creates and implements a yearly development/fundraising plan and timeline with the General Manager.

10. *Performs other duties as assigned by the General Manager.*

**POSITION SUPERVISION**

Administratively, this role reports directly to the General Manager. The Development Coordinator works closely with the Development Director in the day-to-day duties of this position during the training period. This role works closely with the Fundraising & Events Committee, as well as other part-time or contract development staff.

**SALARY RANGE**

Salary starts at $20.81 per hour - DOE for applicants with development experience, working a maximum of 30 hours a week to start. This position is classified part-time, non-exempt. KCAW is an Equal Opportunity/Affirmative Action employer.