Position title: Development Director

Reports to CEO Status: Full-time Classification: Exempt Effective date: ASAP Supervises: Development Associate, various volunteers and other staff as needed. Deadline to apply: June 10, 2023 5:00 PM PT

About Us: KCBX Central Coast Public Radio, in San Luis Obispo, California, seeks a dynamic individual for the position of Development Director. KCBX is a community-licensed non-commercial radio station operated by a professional staff and community volunteers. Our studios and offices are located in San Luis Obispo. KCBX operates two licensed transmitters and five translators covering San Luis Obispo, Santa Barbara and the southern portion of Monterey Counties, with a cumulative listenership of 43,000.

Salary range: $64,500 - $85,000, commensurate with experience.

Position Summary: The Development Director reports to the CEO and oversees the station's fundraising and outreach activities, and directs staff, volunteers and interns to meet membership and fundraising goals. Duties include overseeing and managing the coordination of fund drives; maintaining, renewing and increasing an established membership base; managing mid-level and major giving; and independently creating grant and special project funding requests as needed.

Specific Duties and Responsibilities: The specific functions include, but are not limited to the following:

- Set and achieve, in collaboration with the CEO, multi-year and annual revenue goals;
- Oversee and direct the coordination of the station's fund drives, direct mail, e-mail, telemarketing, and personal solicitations;
- Independently maintain a donor database, online giving, gift payment processing and acknowledgment, and pledge fulfillment;
- Independently maintain a robust donor renewal program;
- Independently maintain and grow a sustaining donation program;
- Manage underwriting trade agreements with arts organizations and vendors;
- Plan and oversee the development revenue and expense budget;
- Develop presentation material for print, online, radio, and mobile sites;
- Research, compose, and edit accurate, well-communicated solicitations, proposals, and other development-related communications;
- Plan and oversee station events related to awareness-building and fundraising;
- Manage a volunteer program, including recruitment, training and scheduling as needed;
- Represent KCBX in the community;
- Prepare and submit timely monthly, periodic and annual statistical reports and other reports as requested by the CEO for the purpose of evaluating and enhancing general business operations and development;
- Work cooperatively and collaboratively with other employees to model and bolster the spirit of teamwork and collegiality. The Development Director communicates fundraising initiatives and needs with all departments of KCBX, including administration, engineering, programming and news and independently manages the execution of those initiatives and needs with only general supervision of the CEO;
- Work with CEO on special projects, fundraising, and other duties.
Minimum Qualifications:

- Minimum of a Bachelor’s degree from an accredited university or equivalent experience in a related field such as marketing, communications, PR, sales;
- Three or more years’ experience in non-profit fundraising or development, preferably in a public media organization;
- Demonstrated ability and experience in donor and fund management, direct mail, major gifts, donor cultivation, planned giving, special events, grant writing, public relations and marketing;
- Excellent communication skills including written, public speaking, and presentation;
- Exceptional organizational and time management skills to develop and oversee multiple programs and activities with and for staff, donors or volunteers. Ability to independently manage multiple projects, workers and responsibilities at a time;
- Demonstrate an understanding of and a commitment to the core values of public radio/media;
- Proficiencies in database functions, Excel, Word, mail merges, social media, web and e-mail communications are required as well as the ability to effectively present information and respond to questions from station donors and volunteers, the general public, vendors and industry colleagues;
- Must work with a high degree of flexibility, accuracy, and attention to detail in a fast-moving environment with numerous deadlines, responsibilities and pressures;
- Reliable personal transportation, valid driver’s license, and state required automobile insurance minimums;
- Demonstrated ability to think strategically and work collaboratively to inspire, motivate and focus others to various tasks and goals;
- A sense of humor and creativity.

How to Apply: Send a cover letter, resume, supporting documentation and salary expectations to: jobs@kcbx.org, or to:

EMPLOYMENT
KCBX
4100 Vachell Lane
San Luis Obispo, CA 93401

For questions or information regarding this position, send an e-mail to jobs@kcbx.org

Equal Employment Opportunity: KCBX, Inc provides equal employment opportunities to all qualified individuals. We do so without regard to any classification or characteristic protected by law.