



NEWARK PUBLIC RADIO, INC.

JOB POSTING

Job Title:	Development Manager	Employment Type:	Full-Time
Location:	54 Park Place, Newark, NJ	Classification:	Exempt
Department:	Development	Salary Range:	\$75,000 - \$80,000
Reports to:	President & CEO	Schedule:	Hybrid
Posting Date:	10/22/2025	Closing Date:	11/14/2025

Nonprofit Public Media Organization

About WBGO

A global leader in jazz radio and one of Newark New Jersey's anchor arts institutions, WBGO Newark Public Radio seeks to educate, entertain, and inspire the public by providing access and opportunity to engage with the highest-quality curated jazz, blues, and R&B programming. WBGO believes that jazz, in all its forms, represents America's cultural gift to the world and is committed to connecting the vibrancy of the past, present, and future with that music to a global audience, where we continue to expand on our creation of a broad-based community of jazz lovers.

WBGO is America's leading jazz radio station reaching a weekly audience of nearly 500,000 in the New York/New Jersey metro area via 88.3FM. Our streaming and social media platforms reach hundreds of thousands more listeners worldwide via our daily broadcasts, podcasts and partnership with National Public Radio. WBGO has long been an arts & culture cornerstone for engagement via our community partnerships, concerts, arts education initiatives, and news programming.

Position Summary

The Development Manager (DM) is a key leader of WBGO's fund raising efforts, responsible for managing a portfolio of mid-level and major donors. This portfolio represents a significant source of contributed revenue and plays a critical role in advancing WBGO's mission. Reporting directly to the President and CEO, the DM will focus on cultivating, stewarding, and growing relationships with individual donors. The ideal candidate is a strategic relationship builder and skilled communicator, with an affinity for public media and jazz music.

Key Responsibilities

Donor Cultivation & Stewardship

- Manage a portfolio of mid-level and major donors, developing personalized engagement strategies.
- Build meaningful relationships through one-on-one meetings, events, calls, and written communication.
- Create and implement tailored stewardship plans to deepen donor investment and increase retention.
- Ensure donors receive timely acknowledgments, impact reports, and exclusive updates.

Fundraising & Solicitation

- Identify, qualify, and cultivate potential new donors within the mid-level and major giving pipeline.
- Develop and execute donor solicitation strategies, including direct asks, proposals, and customized giving opportunities.
- Collaborate with WBGO leadership and Board Trustees to facilitate fundraising and high-impact donor engagement.

Events & Engagement

- Plan and execute donor cultivation events, and stewardship gatherings.
- Represent WBGO at events for fundraising, membership engagement, and networking opportunities.

Collaboration & Reporting

- Work closely with the leadership team and content production team to align fundraising strategies and donor communications.
- Maintain accurate donor records in the Customer Relationship Management (CRM) system tracking interactions, solicitations, and giving history.
- Provide reports and analysis on donor engagement, revenue goals, and fundraising progress.

Qualifications

- 4+ years of nonprofit fundraising experience, preferably managing mid-level or major donors.
- Strong relationship-building and verbal communication skills, with the ability to engage diverse stakeholders.
- Demonstrated skills for developing internal and external written communication, partnership development, and fundraising.
- Proven ability to solicit and secure gifts, and donor portfolio growth.
- Demonstrated skill with CRM/database management and communication technologies.
- Highly organized, detail-oriented, with ability to manage multiple projects
- Affinity for public media, arts & culture and jazz music with a commitment to WBGO's mission and core values.
- Exceptional interpersonal skills with the demonstrated ability to build and sustain relationships with stakeholders, including WBGO staff, members of the WBGO Board of Trustees & Community Advisory Board, external partners, and donors.
- Ability to manage confidential information; adaptable to competing demands, demonstrating the highest level of service delivery in donor relations management.

Compensation & Benefits

- Salary Range: \$75,000-\$80,000
- Comprehensive health benefits package
- Retirement plan (403b)
- Hybrid work schedule with flexibility
- Opportunities for professional development

Equal Opportunity Statement

At WBGO, our goal is to provide and maintain a work environment that fosters mutual respect, professionalism and cooperation. The station is an equal opportunity employer that does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, age, disability or handicap, sex, gender identity, marital status, sexual orientation or any other characteristic protected by applicable federal, state or local laws.

Application Instructions

Please submit your resume and cover letter to pslaten@wbgo.org, outlining your relevant experience and interest in WBGO's mission. A cover letter is required. Applications submitted without a cover letter will not be reviewed.