



Associate Director of Philanthropy

KLCC Public Radio Foundation

General Statement of Responsibilities:

The Associate Director of Philanthropy supports the Director of Philanthropy and the General Manager in cultivating funding for KLCC Public Radio. This position is employed by the KLCC Public Radio Foundation and is primarily responsible for developing and executing donor stewardship and donor relations programs, coordinating fundraising events, and assisting with the overall giving strategy to ensure the growth and sustainability of KLCC as a local media organization.

Minimum Qualifications:

- Bachelor's degree in a relevant field such as communications, public relations, or nonprofit management. A combination of education and work experience may be accepted to meet certification requirements.
 - Three (3) years of increasingly responsible experience in fundraising, donor relations, or a related field, with a focus on fundraising, stewardship and events.
 - Demonstrated knowledge of donor stewardship programs and cultivation events
 - Working knowledge of donor databases (CRM) and prospect research principles.
 - Demonstrated ability to build strong, positive relationships with donors, volunteers, and community leaders.
-

Essential/Auxiliary Duties:

Donor Stewardship and Relations

- Assist with the development and implementation of a comprehensive donor stewardship and recognition program that acknowledges gifts and cultivates long-term donor relationships for all giving levels.
- Manage the gift acknowledgment process, ensuring timely and personalized thank-you letters, receipts, and phone calls are delivered to all donors.
- In collaboration with the Director, develop and execute strategies for cultivation and retention of mid-level and major gift donors.
- Oversee a portfolio of donors and execute the plan for donor communication, recognition, and engagement.

- Track and document all stewardship activities and donor communications in the database to ensure effective donor engagement and privacy compliance.
- Coordinate the production of reports and updates to donors that communicate the tangible impact of their support and demonstrate the fiduciary responsibility of KLCC.

Fundraising Strategy and Operations

- Assist the Director of Philanthropy in developing the annual giving strategy and overall fund development program to meet institutional fundraising goals.
- Manage a portfolio of qualified donors and assist with the cultivation and solicitation plan for major gifts, including preparing personalized materials.
- Identify and research new prospects for individual, corporate, and foundation giving, working with the Director to develop a moves management system.
- Assist with the development and submission of grant proposals to secure funding for activities supported by the KLCC Public Radio Foundation.
- Provide support for Legacy Society donors making planned gifts.

Events and Community Engagement

- Plan, direct, and execute logistics for donor cultivation, stewardship, and fundraising events (e.g., appreciation dinners, campaign kick-offs, recognition events).
- Coordinate with the Director of Membership to plan and execute events and giving opportunities specific to membership levels.
- Work with the Director of Philanthropy to involve donors and prospects in mission-related activities.
- Represent KLCC at community events and meetings to build relationships with community leaders, prospects, and volunteers.
- Provides staff support for the KLCC Public Radio Foundation and assists in developing ongoing relationships with donors and those with capacity to give major gifts, together with the General Manager and the Foundation.

Administration and Compliance

- Assists with development of, and follows policies and procedures for donor relations and stewardship in line with ethical standards and best practices. Assist the Director in preparing reports to the General Manager and the KLCC Public Radio Foundation demonstrating progress toward fundraising goals.
- Maintain compliance with established policies of the KLCC Public Radio Foundation, Lane Community College and external regulations.

Knowledge, Skills and Abilities

- Understanding of the mission and values of public broadcasting
- Ability to prospect, solicit and secure major gifts

- Strong organizational skills and experience in managing multiple projects and complex activities simultaneously.
 - Excellent written, verbal, and interpersonal communication skills, with the ability to articulate the KLCC mission persuasively.
 - Creation of fundraising communications and campaign materials.
 - Ability to exercise good judgment, demonstrate ethical conduct in development activities, and use discretion with confidential donor information.
 - Ability to foster effective working relationships within a team and with a diverse community.
 - Skill in setting goals and monitoring outcomes to evaluate campaign effectiveness.
-

Schedule:

Full-time; Variable work hours based upon department needs; weekends, evenings and travel may be required. Generally Monday – Friday, 8:00 am – 5:00 pm.

Compensation:

The expected hiring range for this position is \$59,256-\$87,713.

Supervision Statement:

The Associate Director of Philanthropy is employed by the KLCC Public Radio Foundation and reports to the Director of Philanthropy.

Equal Opportunity:

The KLCC Public Radio Foundation and Lane Community College are equal opportunity employers, committed to creating a welcoming, inclusive, and equitable work environment.

We are committed to hiring the most qualified candidate for this position and recognize that excellence can be achieved through many professional pathways. Candidates who do not meet every stated qualification but possess equivalent experience, skills, or lived knowledge may describe how their background, experience, and perspective uniquely prepare them to contribute to KLCC's mission of high-quality community service.

How to apply:

Please email a letter of introduction which explains your qualifications and interest in this position, a resume, and three professional references to apply@klcc.org. For guaranteed consideration, please apply before midnight Sunday, January 18, 2026.