



Development & Underwriting Director Job Description

The **Development & Underwriting Director** role at the Community Radio Project (CRP) is to steward and grow underwriting, sponsorship, and donor relationships that support our mission. This full-time position blends sales, fundraising, and community engagement—managing existing underwriting and sponsorship accounts while cultivating new partners across KSJD’s on-air programming, digital platforms (KSJD.org, newsletters, online ads), fundraising initiatives, and the Sunflower Theatre. They work collaboratively across departments to create compelling sponsorship opportunities, strengthen donor relationships, expand community awareness of all of CRP’s work, and help ensure the long-term financial sustainability of both KSJD and the Sunflower Theatre.

Essential Duties and Capacities

Underwriting & Advertising

- Understand and communicate **KSJD’s community radio** value proposition to underwriting and sponsorship clients and the **Sunflower Theatre’s** arts and culture venue value proposition to potential sponsors.
- Meet or exceed monthly, quarterly, and annual sales goals through underwriting, radio show, theatre, and newsletter sponsorships, online ads, and Fund Drive donations and challenge matches.
- Write copy, record audio spots, and/or provide graphics that meet client’s marketing needs and, where applicable, follow Federal Communication Commission rules and regulations for on-air underwriting messages
- On-going management of client accounts, including working with the CRP Operations Director to identify clients with overdue payment, follow up with clients who have seasonal messaging changes, and ensuring we have up to date contact and billing information.
- Work creatively and cooperatively with the KSJD’s Programming Director to place underwriting and sponsorship messages, and with the Sunflower Theatre’s Director and Assistant Manager to develop unique sponsorship opportunities and manage sponsorship fulfillment.
- Create and regularly update marketing materials that describe KSJD’s reach and impact.
- Plan and host at least one annual KSJD Underwriters event.

Development & Donor Relations

- Work with the CRP Executive Director and other Development Team members to identify mid-level and major donors, execute an outreach plan, develop relationships which build greater donation potential for the organization.
- Create and execute an annual outreach plan for monthly sustainers focusing on *educating, engaging, and asking for continued and increased support*.
- Work with the Development Team to identify grant opportunities for KSJD and The Sunflower Theatre, collaboratively and independently to write grant narratives, and/or provide editing support when requested.

Community Outreach & Communication

- Gather content from KSJD programming, development, underwriting, Sunflower Theatre, and other departments of KSJD and the Sunflower Theatre for a monthly KSJD newsletter sent via Mailchimp.
- Collaborate with local nonprofits and partners of CRP to have an in-person presence at community events that the CRP team agrees has value for the organization (examples: Third Thursdays, Mancos Brewing Music Festival, Dolores River Fest, etc.)

Other Essential Duties

- Train for and perform on-air duties, including but not limited to on-air fund drives.
- Attends training as required or requested
- Performs other duties as assigned. The above is intended to describe the main responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements.

Core Competencies

- Strong interpersonal and leadership skills
- Problem solving in hectic situations
- Cultural competency; respect for diverse perspectives, experiences, and narratives
- Ability to thrive in a collaborative, deadline-driven environment
- Commitment to transparency and accuracy
- Flexibility to manage competing priorities while meeting deadlines
- Superlative emotional intelligence and people skills and a warm, approachable demeanor

Preferred Qualifications

- Proven interpersonal marketing skills
- Understanding of the local and regional media landscape (public and commercial) and current trends
- Excellent writing and communications skills
- Familiarity with public and community radio programming

Required Certifications

- Valid state driver's license
- Auto insurance

Preferred Technical Skills

- Familiarity with PC computer operating systems, as well as basic software applications including word processing and spreadsheets
- Strong internet skills and experience with online tools including the basic suite of Google applications (Google Docs, Sheets, Slides, etc.)
- Experience with Mailchimp, Canva, or similar software

Physical Requirements: Work will require the use of radio station consoles, technical equipment, and computers with exposure to video display terminals. Position involves periods of standing, stooping, sitting, walking, bending, and kneeling. Adequate hearing is required to hear/talk with all individuals and to use telephones on a consistent basis.

Work Environment: Most work performed is in an office setting, but some off-site work is required at client offices, business association meetings, etc.

Compensation:

- This position is salaried at \$48,000 - \$50,000 depending on experience
- 10% commission for any annual contracts totaling to \$3,000 or greater over a 12 month period (\$250 or greater monthly contract) with new businesses or businesses who have been lapsed for 1 year or more.
- \$500 in professional development available for a course or resource to develop skills in development, donor relations or other relevant skills.
- Paid time off, including accrued vacation and sick hours, and most holidays
- Health Reimbursement Account (\$500/month for qualified medical expenses including health insurance premiums)
- 401k retirement account with up to 3% match funding

TO APPLY:

The application period for this position ends on April 6th, 2026.

To apply, please submit the following to Executive Director Tom Yoder by email at tom@ksjd.org with the subject line "*Development & Underwriting Director Application*"

1. Cover letter demonstrating your passion for this role and that addresses the following question: What are you most passionate about when it comes to the health of our community, and what do you personally hope to contribute to our community to help it thrive?
2. Resume
3. At least three professional references

We encourage individuals with diverse backgrounds, age, economic circumstance, ethnicity, gender expression, marital status, national origin, religion, and sexual orientation to apply.