Job Posting

<table>
<thead>
<tr>
<th>Job Title: Individual Giving &amp; Database Associate</th>
<th>Job Category: Administrative</th>
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</thead>
<tbody>
<tr>
<td>Department/Division: Development/Individual Giving</td>
<td>Job Classification: Non-Exempt</td>
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<tr>
<td>Location: 54 Park Place, Newark NJ</td>
<td>Position Type: Full-Time</td>
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<tr>
<td>HR Contact: Michele Ralph-FinalRawls</td>
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Job Description

WBG0-88.3FM/Newark Public Radio

A global leader in jazz radio and an iconic institution in Newark, NJ, WBG0 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. WBG0 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, creating a community of jazz lovers.

WBG0 reaches a weekly audience of more than 200,000 in the New York/New Jersey metro area via 88.3FM. Its streaming and social media activities reach hundreds of thousands more listeners worldwide. Through programs such as Jazz Night in America, produced in partnership with National Public Radio (NPR) and Jazz at Lincoln Center, coupled with WBG0’s position as a content provider to NPR, its reach extends to millions more across the country and the world. From its home base of Newark, New Jersey—the birthplace of Sarah Vaughan and NEA Jazz Master Wayne Shorter, as well as the longtime home of saxophonist James Moody—America’s leading jazz radio station, WBG0, has long been an anchor institution in community engagement through its partnerships, concerts, education and news programming.

Position Overview

Reporting to the Director of Individual Giving (hereinafter “the Director”), the Development & Data Base Management Associate (hereinafter “the Associate”) will assist the Director and other Development and Membership staff. In addition to administrative support for the Development & Membership Departments, (primary functions centering on donor base management and prospect research), the Associate manages 2 additional revenue streams: Matching Gifts & Vehicle Donations. The Associate also assists the Director with communications and special activities specific to our JLS constituents and annual travel events.

Role and Responsibilities

- Ensure accurate donor activity tracking to include contact information, gifts and event attendance.
- Conducts research and prepares profiles for prospects, to include individuals, corporations and foundations identified by the Development Officer as potential funding sources.
- Processes donations, prepares acknowledgement letters and other correspondence,
- Provides donor and gift information to the director for use in weekly/monthly fundraising reports.
- Prepares ad hoc reports upon request for mailings and other initiatives.
- Works with the team to develop and implement donor cultivation and stewardship activities.
- Supports team with daily operational logistics from scheduling to the preparation of information packets, updates, file/document organization
- Track, process and acknowledge all matching and vehicle gifts, with a focus on increasing vehicle gifts and annual donations from donors.
- Provides frontline customer care and administrative support for the annual travel events.
Job Posting

- Assists in the Development activities related to the Annual Gala, to include the management of the guest list and RSVPs, processing and acknowledging gala contributions, Gala ticket sales, Gala Auction and offering on-site/virtual Gala assistance. And other duties as assigned.

Skills and Qualifications

- Bachelor’s degree preferred with a minimum of five (5) years of experience as a senior-level administrative/executive assistant.
- Strong organizational skills that reflect the ability to seamlessly perform and prioritize multiple tasks, applying fastidious attention to detail.
- Exceptional interpersonal skills with the demonstrated ability to build and sustain relationships with stakeholders, including staff, members of the Board of Trustees & Community Advisory Board, external partner and donors.
- Proven ability to manage confidential information with discretion, adaptable to various competing demands, demonstrating the highest levels service delivery in the area of donor relations management.
- Expert skill level in the areas of verbal and written communication
- Demonstrated pro-active approaches to problem solving, with strong capabilities around recommendations/decision-making.
- Experienced in developing internal and external communications, partnership development and fundraising.
- Adept at utilizing fundraising and database management tools.

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, language, age, disability or handicap, sex, gender identity, marital status, sexual orientation or any other characteristic.