



JOB DESCRIPTION – MEMBERSHIP COORDINATOR

About Us KZYX is a community-supported, nonprofit radio station serving Mendocino County and the surrounding region. We are dedicated to providing local news, music, and programming that reflects and strengthens our rural community.

Position Overview The Membership Coordinator is a part-time position (20 hours per week) responsible for helping grow the station's financial base through new individual memberships, donor cultivation, and community fundraising efforts. This role is ideal for a self-motivated relationship-builder who is passionate about community media and local radio.

Key Responsibilities

- Develop and execute strategies to attract new members and first-time donors
- Manage and grow the station's membership program, including outreach, enrollment, and stewardship of new members
- Plan and support on-air and online fundraising drives and pledge campaigns
- Identify and pursue small grants and corporate sponsorship opportunities in the local area.
- Process all donations and maintain all donor accounts. Handle donor and membership acknowledgement correspondence.
- Maintain accurate donor records in the station's database and produce regular progress reports for station leadership
- Answer membership and donor questions and concerns via phone and email.
- Represent the station at community events and build relationships with local businesses, organizations, and residents
- Compose and execute with the GM, direct mailings, including membership renewal information and donation/membership solicitation.
- Collaborate with on-air staff and volunteers to integrate development messaging into programming

Qualifications

- 3-5 years of experience in nonprofit fundraising or community outreach preferred
- Strong interpersonal and communication skills, with comfort making direct asks
- Self-directed and able to work independently with minimal supervision
- Familiarity with or enthusiasm for community radio and rural communities
- Proficiency with basic technology (email, spreadsheets, donor management software - Neon CRM)
- Knowledge of Mendocino County and its communities is a significant plus

Work Setting

- This is a hybrid role that requires 1 day per week in the station's primary office in Ukiah, California. This is subject to change.
- This position reports to the KZYX General Manager

Compensation Commensurate with experience. This is a part-time, non-exempt position, dental benefits, vacation time, sick-time. Flexible scheduling possibly available.

To Apply Send a resume and brief cover letter to jobs@kzyx.org by July 17. KZYX is an equal opportunity employer. A background check for this position may be required.