Job Description -- KCBX Development Associate (Part-time)

Description:
KCBX Central Coast Public Radio, in San Luis Obispo, California, seeks a dynamic individual for our part-time Development Associate (DA) position. KCBX is a community-licensed non-commercial radio station operated by a professional staff and community volunteers. Located in San Luis Obispo, KCBX broadcasts in San Luis Obispo, Santa Barbara and the southern portion of Monterey Counties, with a cumulative listenership of 43,000.

The DA reports to and supports the Director of Finance & Development. The DA assists with the station’s fundraising and outreach activities, working with staff, volunteers and interns to meet membership and fundraising goals. Duties include coordinating fund drives and maintaining, renewing and increasing an established membership base. Flexible hours, Monday through Friday, 9-5 with occasional evening and weekend commitments.

Responsibilities:
- Coordinates the station's fund drives, direct mail, e-mail, telemarketing, and personal solicitations;
- Assists in the maintenance of a donor database, online giving site, gift processing and acknowledgment, and pledge fulfillment;
- Develops presentation material for print, online, radio, and mobile sites;
- Researches, writes, and edits accurate, well-communicated solicitations and other development-related communications;
- Plans and coordinates station events related to awareness-building and fundraising;
- Represents KCBX at community events;
- Cultivates volunteers to assist with fundraising and other activities;
- Works cooperatively and collaboratively with other employees in the spirit of teamwork and collegiality and communicates fundraising initiatives and needs with all KCBX staff.

Requirements:
The successful candidate should have a combination of education and experience equivalent to completion of a 4-year college degree program in a related field and no less than 2 years related experience in non-profit fundraising or development, preferably in a public media organization. The candidate’s experience should include such disciplines as direct mail, major gifts, donor cultivation, planned giving, special events, public relations and marketing. This position requires a self-starter with strong written and oral communication skills, as well as exceptional organizational skills in coordinating and developing multiple programs and activities with and for staff, donors and volunteers. The successful candidate will demonstrate an understanding of and a commitment to the core values of public radio. Proficiencies in database functions, Excel, Word, mail merges, social media and web and e-mail communications are required as well as the ability to effectively present information and respond to questions from station donors and volunteers, the general public, vendors and industry colleagues.

To Apply:
Email your resume, letter of interest, and salary requirements to: interact@kcbx.org

Deadline: Open until filled.

KCBX is an Equal Employment Opportunity Employer.