Membership Coordinator (P/T)

KALW is powered by our members. They fund 70% of our budget, they volunteer, they call into our shows, they connect us to the region’s diverse communities. Our members are passionate about the station and the Bay Area. They are essential to everything we do and why we do it. And that’s where the Membership Coordinator comes in.

You are the first point of contact for existing members and potential members. Whether they are donors, listeners, volunteers — or all of the above — you manage the station’s relationship with them.

KALW is 80 years young and poised for extraordinary growth. Our culture is open, kind, and creative — and our members represent the full diversity of the Bay Area. The successful candidate is a people person and problem solver with the right mix of communication and computer skills, initiative and empathy.

This person will work with KALW’s Executive Director and Director of Community Advancement

Essential and Specific Job Functions:

- **Data Wrangler**  
  Process gift and credit card info, manage donor/member database, detail oriented

- **People Person**  
  Respond to emails, phone calls, send “thank you” gifts, and manage volunteers

- **Computer Savvy**  
  Proficient in Excel, Word and Google suite; some database experience preferred

- **Proactive and Process-oriented**  
  A critical thinker who recognizes potential issues before they become problems

The Specifics:

- $25/hour
- 15 hours/week
- Contract position through June 30, 2022 with potential for renewal and advancement
- Flexible schedule with limited work required onsite; some possible to do remotely

Application Deadline:
Position open until filled. For best consideration, apply by December 10, 2021.

Application Requirements:
A cover letter and resume sent to hr@kalw.org. Subject line should include your last name and the words “membership coordinator.”
Essential Physical Skills
While performing the essential functions of this job, the employee is regularly required to sit for prolonged periods, stand, and talk, lift objects of less than twenty (20) pounds, and hear. Manipulative skills, which require hand-eye coordination, such as reading or typing, writing, and filing are also required. Additionally, the employee must have the ability to concentrate for extended periods with frequent interruption and understand and relate to the concepts behind specific ideas. These physical demands, with or without reasonable accommodations, are required to perform the essential functions of this job.

Environmental Conditions
Generally, in an office and studio environment with occasional visits to external environments that require driving to and from various locations within the San Francisco area. This role routinely uses standard office equipment such as computers, phones, and photocopiers, as well as complex digital and audio hardware and/or software. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

KALW is an Equal Opportunity Employer
KALW is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

About KALW: KALW creates and curates a unique mix of content centered around NPR and BBC news, music discovery, cultural exploration and informed public affairs. KALW is an NPR-affiliate and features the most acclaimed programming from NPR the BBC and the CBC, alongside locally-produced music, arts and culture programming with deep Bay Area roots. KALW’s mission is to create trusted, essential, artful media that engages and informs people across economic, social and cultural landscapes. We celebrate discovery, diversity, independence and new voices and are currently embarking on a new music mission for which we will be selling sponsorship.

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