Development Associate

WQLN PBS NPR is seeking a self-motivated individual with excellent communication and database management skills to serve as Development Associate on our advancement team. The Development Associate is responsible for the following duties:

- Track and correspond with corporate support clients
- Create corporate support contracts and monthly revenue reports
- Organize and maintain electronic and hard copy client files
- Utilize donor software to research and provide support to the development team
- Serve as liaison between public service announcement clients and WQLN's corporate support specialist
- Track and contact lapsed WQLN members
- Answer phone calls and contact clients, donors, and members via the phone and email
- Work with the WQLN membership manager to represent WQLN at Kids Club events and during biannual radio pledge drives

The candidate will enjoy meeting new people, have experience working in communications or a business setting, and working both independently and with a talented, enthusiastic team in a supportive and creative environment. The Development Associate will assist the advancement team with corporate support, partnership solutions, development, fundraising, and engagement.

The ideal candidate will have a minimum of two years of experience working as an administrative assistant or similar role, possess solid writing skills and excellent computer skills including experience with Excel. A knowledge of donor software or a high level of comfort navigating database software is helpful. The position offers an annual salary range from $32,000 to $35,000 and includes an excellent benefit package and a positive work culture. The Development Associate reports to the VP of Advancement.

Please send a cover letter and resume to Human Resource Manager, WQLN, 8425 Peach St., Erie, PA 16509, or email at cspizarny@wqln.org. No phone calls, please.

WQLN PBS NPR is an affirmative action/EEO employer that fully supports workplace diversity - all qualified applicants are welcome to apply.