



DEVELOPMENT COORDINATOR POSITION DESCRIPTION

POSITION SUMMARY

The KCAW Development Coordinator is responsible for working with the General Manager to create and implement a plan and strategies to provide financial support for the activities of the station.

Position Duties

1. *Solicits business support.* Develops and implements plan to seek corporate and business support in the form of on-air drive matches and in-kind donations. Can come from local, regional, statewide, and national sources.
2. *Develops underwriting support.* Solicits and secures on-air and online underwriting from businesses, corporations, and nonprofit organizations. Prepares and maintains underwriting contracts. Records, produces, schedules, and airs announcements and underwriting spots.
3. *Coordinates KCAW's membership program.* Organizes, oversees, and coordinates on-air and online membership and pledge drives. Organizes all support structures for the drive, including volunteers, food, messaging. Partners deeply with CoastAlaska Membership Coordinator.
4. *Develops and executes fundraising events.* Organizes, oversees, and coordinates special fundraising events. Creates sponsorship opportunities. Works with teams of staff members and volunteers.
5. *Partners on major gift cultivation.* Works with the General Manager to develop and implement membership stewardship initiatives, including building relationships with major donors. Accurately tracks contacts & gifts.
6. *Assists in grant writing efforts:* Proofreads and edits grant applications, provides content suggestions.
7. *Communicates with donors and volunteers.* Coordinates volunteer involvement in KCAW's fundraising efforts. Recruits community members to support on-air, online, and in-person initiatives.
8. *Develops annual fundraising plan.* Creates and implements a yearly development/fundraising plan and timeline with the General Manager.
9. *Performs other duties as assigned by the General Manager.*

POSITION SUPERVISION

This role reports directly to the General Manager. This position occasionally supervises KCAW volunteers.

POSITION QUALIFICATIONS

- Strong sales and marketing skills.
- Professional appearance and confidence speaking in public and on-air.
- Excellent organizational, time management and teamwork skills.

- Superior verbal and written communication skills in English. Demonstrated ability to edit and proofread.
- Experience in producing copy for digital, print and broadcast channels a plus.
- Proficiency with word processing, spreadsheets, data entry and social media management. Have an understanding of how to use Adobe Acrobat, Adobe Audition, and Google Drive.
- Experience in nonprofit fundraising is strongly preferred.
- Experience in community/public broadcasting a plus, specifically around audio production.
- Able to multitask, prioritize, and work independently in a dynamic environment.
- High school diploma or equivalent required; post-secondary degree preferred.

SALARY RANGE

Salary starts at \$37,570. This position is classified full time exempt with sick and annual leave as well as health and retirement benefits. KCAW is an Equal Opportunity/Affirmative Action employer.