

KNOM Radio Mission, Inc.

PO Box 190649, Anchorage, AK 99519

(907) 868-1200 | knom.org



Margaret A. DeMaioribus, General Manager
Lynette Schmidt, Bus. Mgr./Devel. Dir.
Tim Bodony, Board President

KNOM Radio Mission Job Opening

Job Title: Development Assistant
Hours: Part-time, 15-25 hours/week
Location: Anchorage, AK (KNOM Business Office)
Reports to: Development Director
Closing Date: Sept 11, 2020

Job Qualifications:

- 1) Bachelor's Degree preferred.
- 2) Must possess effective communication and reading/writing skills, and excellent organizing and record keeping skills.
- 3) Experience in Catholic fundraising and/or Catholic missions preferred.
- 4) Ability to support KNOM's mission and values.
- 5) Must maintain donor confidentiality.

Brief Summary of Duties and Responsibilities:

- 1) Collect and sort KNOM mail.
- 2) Post donations in a prompt and timely manner.
- 3) Merge-print and mail thank you letters per KNOM development policies.
- 4) Direct special attention letters immediately to appropriate staff.
- 5) Assist in identifying fundraising and donation trends and needs.
- 6) Prepare special projects as directed.
- 7) Other duties as assigned.

Send a complete cover letter and resume to:

KNOM Development Director

Kjersti McElwee

kj.mcelwee@knom.org

ABOUT US:

KNOM's mission: "Encountering Christ, embracing culture, empowering growth, and engaging the listener."

Operating as the oldest Catholic radio station in the country, KNOM values being a friend and companion, providing respectful service based on Catholic ideals. We're KNOM. Yours for Western Alaska.

KNOM is an Equal Opportunity Employer (EEO).