



**Position Announcement
Business & Community Sponsorship Manager**

KTOO Public Media seeks a dynamic, self-motivated fundraiser to join our development team. The Business & Community Sponsorship Manager is responsible for cultivating relationships with established and new business and community partners.

The person we hire will work closely with the management and development staff at KTOO to build community partnerships and raise sponsorship funds. Duties include:

- Develop, implement and maintain an annual plan to raise underwriting support for all KTOO Public Media Services (KTOO, KRNN, KXLL, 360TV and associated digital products).
- Create comprehensive strategic sales packages and sponsorship opportunities that leverage KTOO Public Media's integrated portfolio of platforms.
- Cultivate, maintain and manage relationships with business, corporate, and non-profit community partners.
- Meet or exceed annual sponsorship revenue goals.
- Prepare and maintains contracts, ensures proper logging and airing of announcements and produces underwriting spots.
- Manage media sponsorships and trade agreements.
- Assist with membership drives and special event fundraising activities for the organization.

Training, Skills, Knowledge and/or Experience: (R) if required or (P) if preferred

- Understanding of the mission of public media organizations, and the capability to articulate the mission to sponsors, community partners, and donors. (R)
- Ability to directly raise funds and meet annual fundraising goals. (R)
- Strong sales skills. (R)
- Two years of relevant experience in non-profit development, preferably in public media. (P)
- Oral and written communications skills, including donor-centered writing skills. (R)
- Excellent organizational, time management and teamwork skills. (R)

KTOO is honored to do our work on the homelands of the Lingít people, specifically, the Áak'w Kwáan L'eneidí. We are a well-supported, highly visible public media organization with a strong commitment to local, regional and statewide program production. We operate three public radio stations in Juneau (KTOO, KRNN and KXLL), a regional public television station (KTOO-TV), a statewide public affairs television channel (KTOO 360TV) and an online news service (www.ktoo.org).

Annual Salary: \$56,790

Benefits:

- Health insurance (90% for employee, 75% for dependents)
- 403(b) tax-sheltered annuity retirement plan (KTOO contributes 4% of your salary annually) after year 1
- Life insurance
- Employee Assistance Program (available to all employees and their family members)
- Annual leave (15 days by the end of year 1)
- Medical leave (12 days by the end of year 1)
- Bereavement leave (5 days)
- Paid parental leave (20 weeks at full compensation)
- 11 paid holidays + 3 “floating holidays” of your choice
- Time off to vote
- Professional development and training opportunities
- Work from home allowance
- Indigenous language classes

Questions: Contact Justin Shoman here: <https://www.ktoo.org/contact/staff/>

Deadline: Open until filled with an initial screening of applicants on 3/01/2023. Interested applicants are encouraged to apply as soon as possible.

To apply: online at <https://www.ktoo.org/job-opportunities/apply-online/>

KTOO is an Equal Opportunity Employer.