



10/28/10

Development Associate I Fundraising Emphasis

SUMMARY:

Coordinates the planning, scheduling and execution of on-air campaigns and special events. Additionally, develops leads related to corporate in-kind and financial support, prepares written and oral proposals for such support, and stewards gifts and relationships. Participates as appropriate, in the planning, development, and implementation of fundraising programs within pre-established development goals, strategies, and objectives, and works toward independently soliciting, cultivating, and stewarding intermediate level giving within the general parameters of overall giving policies and plans. Oversees the planning, execution, and evaluation of integrated fundraising projects and/or programs, as assigned. Reports to the Development Manager.

DUTIES AND RESPONSIBILITIES:

1. Supports Development Manager in the production of all on-air campaigns including the annual online auction.
2. Prepares case and close messages for use in on-air campaigns and works with Development Manager to create strategies, themes, and training materials related to pledge drives.
3. Responsible for identification and solicitation of restaurant partners for the three annual on-air campaigns, along with stewardship of the relationships developed with restaurant partners.
4. Work with Development Manager to identify prospects, solicit, and obtain contributions for the annual Online Auction.
5. Works with Challenge Donors to facilitate customized challenge sponsor pages for use in membership campaigns.
6. Works with all Development team members to prepare online auction web site, enter items for bid, and acknowledge donors and bidders.
7. Stewards major donor relationships and helps to schedule and script earned Day Sponsorship messages.
8. Maintains training and knowledge to provide backup to the Development Associate Data Base for daily processing of all cash receipts, for monthly processing related to renewal and acknowledgement programs including premiums, thank-you notes, bulk mailings and tax receipts.
9. Oversees and trains staff and/or volunteers engaged in support activities, as appropriate.

10. Responds to donor inquiries with accurate and timely information; secures donor gifts, and provides donors with relevant materials.
11. Identifies, cultivates, and stewards small to intermediate level individual and corporate donor and/or sponsorship prospects; solicits gifts and/or sponsorships in accordance with established giving plans, policies, and parameters.
12. May represent the department at business and community meetings; may conduct tours and/or give presentations.
13. May develop and manage budgets for fundraising activities.
14. Performs miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Records maintenance skills.
- Specific software skills including Excel, Microsoft Word, Outlook, and Powerpoint (2007 Version). (Adobe experience desired.)
- Knowledge of marketing strategies, processes, and available resources.
- Ability to communicate effectively, both orally and in writing.
- Ability to make evaluative judgments.
- Ability to lead and train staff and volunteers, including organizing, prioritizing, and scheduling work assignments.
- Strong interpersonal skills and high level of emotional intelligence with the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to gather data, analyze information, and prepare reports.
- Database management skills.
- Ability to provide technical coordination and management of development and/or implementation projects in area of expertise.
- Working knowledge of a variety of constituency and/or fund development methods.
- Skill in organizing resources and establishing priorities.
- Program planning and implementation skills.
- High School Graduate/GED with proven work experience.

APPLICATION PROCESS:

Deadline: Open Until Filled

Salary: Non-exempt \$13.50Hr + OT with great benefits

To Apply: Include cover letter stating interest and salary requirements, resume and 3 recent letters of professional reference.

Send or E-Mail: Director of Human Resources, 1289 S. Torrey Pines Drive
Las Vegas, NV 89146 Please no phone calls
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