Position Description:

Development Director

Part-time (30hrs/week)

General Description:

KPOV’s Development Director (DD) will provide leadership and coordination for station fundraising, including membership, business underwriting, large donors, grants, and business sponsorships. DD will participate in long-range strategic planning for optimal financial growth and prosperity. DD will also lead communications, outreach, and marketing efforts and manage KPOV’s donor database.

Primary areas of responsibility:

1. Membership: Lead membership drives, mailing campaigns, and member communication.
2. Underwriting: Lead efforts to obtain business support through underwriting
3. Major Donors: Manage major donor giving
4. Grants: Research, write, and follow through with grant applications
5. Fundraising Events: Lead efforts to obtain business sponsors; promote events
6. Communication: Coordinate outreach, marketing, and social media to increase fundraising, listenership, and awareness of KPOV
7. Donor Database Management: Ensure donor data is current, accurate, and accessible

Additional Information:

DD reports to and works under the supervision of the Station Manager.

KPOV is a collaborative workplace powered by 100 volunteers, staff, and Board of Directors, all working to advance the mission and vision of KPOV.

DD will work with the Station Manager and Board of Directors to create an annual fundraising plan, secure and monitor progress, and report periodically to the Board.

About KPOV:

Now in our 16th year on the air, KPOV is a listener-supported community radio station that broadcasts at 88.9 FM and live on the web at k pov.org. As Radio by the People and for the People of Central Oregon, we strengthen arts, culture, community, and democracy through independent, noncommercial radio.

Our vision is to be a respected source of ideas, promoting an engaged, thoughtful community.

Updated 7/2020
KPOV is committed to advancing diversity, equity, inclusion, and justice in our organization, community, programming, and all of our work. We are working intentionally to build and maintain integrity with our fundamental values across all aspects of KPOV.

**Qualifications:**

Our aim is to find the right person and support their ability to succeed. These qualifications are guidelines to find that person. Qualified candidates should ideally be listeners of public or community radio, though previous work in public or community radio is not required. Previous non-profit or development experience preferred. Though the position will require fundraising skills, candidates with backgrounds related to at least some of the job responsibilities listed above will be considered.

- Ability to work and get along well with our supporters, volunteers, community, staff, and Board of Directors.
- Excellent verbal and written communications skills
- Bachelor’s Degree, or equivalent combination of education and experience, and 2 years experience related to at least some of the job responsibilities listed above. Other combinations of education and experience may be considered.
- Self-motivated and able to work with little supervision
- Strong computer skills, including comfort with word processing, databases, spreadsheets, websites, and social media
- Ability to foster a cooperative work environment and work effectively with a wide range of people

**Additional Helpful Qualifications:**

- A passion for community radio or independent media and a commitment to the mission of KPOV.
- Experience in planning and implementing effective fundraising or marketing operations
- Experience in sales or seeking support for nonprofit organizations
- Prior experience in a nonprofit organization.
- Grant writing experience
- Spanish conversation and writing skills

**Work Schedule:**

Part time (30 hours/week). Regular schedule will be six-hour shifts weekdays including office hours of 1-5 p.m. Occasional early morning, evening, or weekend work may be needed.

**Compensation:**

$15- 17 per hour

To apply please email a letter of interest, resume, references and brief answers to the questions below to Bruce Morris at bruce@kpov.org; or mail to 501 NW Bond Street, Bend, OR 97703.

**Application deadline:** Friday, August 14, 2020.
Questions:

1. Why are you interested in working with KPOV? What do you hope to learn from working with KPOV?
2. How do you feel you meet the qualifications listed?
3. Please give two examples from your experience that show your approach to fundraising, sales, organizing, or nonprofit management.
4. How do you keep yourself and your work organized?

KPOV is an equal opportunity employer. KPOV prohibits unlawful discrimination against any employee or applicant for employment based on race, ethnicity, religion, sex, gender identity, age, national origin, genetic characteristics, disability, status as a special disabled veteran or veteran, marital status, sexual orientation, sexual identity, or any other basis prohibited by law.