



November 2016

Assistant Manager, Development Department Events and Member Engagement

Position Description

Nevada Public Radio is looking for a dynamic and hard-working Assistant Manager to assist in reaching the revenue goals of the Development department. This is the perfect position for a career-minded individual interested in joining a leading media company.

Why work with us? Nevada Public Radio's mission is to enhance the quality of life and foster civic engagement by informing, educating and inspiring our growing audiences. The Development department has an essential responsibility to work with listeners, members, businesses and the community to fund everything that is heard on News 88.9 KNPR and Classical 89.7 KCVN and read in *Desert Companion* magazine.

Summary

The Assistant Manager of the Development Department will work within a team-based environment and have special focus on and responsibility for Fundraising Events and Member Engagement. This position will rely on a high confidence level in using contemporary technology based strategies including social media platforms and e-mail marketing to cultivate, communicate and convert audience engagement into individual member support and corporate philanthropy. In addition, the Assistant Manager will have the ability to socialize those strategies across the team to innovate performance and drive revenue.

This position will work closely with both the Director of Development and Development Manager on the scheduling, planning and execution of an active calendar of fundraising events including but not limited to online auctions, live auctions, membership events and the day-to-day member-related philanthropy activities. It is our intention that the Assistant Manager will take a leadership role within the team to steward event-related revenue. Additionally, the Assistant Manager will work cooperatively with the Development Manager to manage the human capital of the department and work to both understand and improve processes and strategies to meet annual performance goals.

This position reports to the Development Manager, but must also work closely and independently with the Director of Development and other department heads.

Duties and Essential Job Functions

- Works with Development Manager to achieve the revenue goals of the station in both membership and special events line items.

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- Takes leadership role in achieving event related revenue.
- Serves as a fundraiser, demonstrating the ability to solicit revenue and/or trade in person, by telephone and in print.
- Works with the Development Manager to train, manage and evaluate the human capital of the department and provide meaningful feedback.
- Works within a team-based collaborative department to achieve department and organizational goals.
- Assists in the design and monitoring of fundraising for the organization as they relate to membership/annual fund and special event fundraising.
- Assists in developing and implementing marketing strategies for on-air membership campaigns and developing campaign budgets and schedules – specifically as it pertains to social media.
- Works to obtain and refine an understanding of the budgeting process and works to remain in budget alignment including both expense and revenue budgets.
- Participates as invited by the Development Manager in annual budget planning.
- Participates in the creation and execution of individual giving fundraising and marketing plans.
- Helps to implement, train and troubleshoot technology as it pertains to solution based issues within the department including staying current with all vendors, participating in training and evaluating the open marketplace to identify emerging technology solutions as they may pertain to event management or donor stewardship.
- Performs miscellaneous job-related duties as assigned.

Knowledge, Skills and Abilities

This position will be evaluated based on demonstrating the following knowledge, skills & abilities in carrying out all duties assigned:

- Ability to effectively solicit individuals, businesses and foundations in person, on the phone and in print.
- Ability to manage multiple projects, deadlines and personnel seamlessly.
- Ability to develop and maintain relationships with donors, vendors and partners to fully monetize relationships for the benefit of the station and its revenue objectives.
- Knowledge of membership development and media fundraising principles and practices.
- Strong computer skills and knowledge of spreadsheet, word processing, and proprietary donor management software is a critical necessity.
- Strong interpersonal and communication skills and the ability to work effectively both within the department and to build consensus across departments and with management.
- Ability to gather data, compile information, and prepare reports.
- Knowledge of planning and scheduling techniques.
- Ability to direct and collaborate with programming personnel.
- Skill in budget preparation and fiscal management.
- Skills in organizing resources and establishing priorities.
- Ability to foster a cooperative work environment.

Requirements

- Bachelor's degree or combination of education and experience in a similar capacity.

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- Experience in fundraising event management and execution.
- Proven success in designing and/or working within social media channels to augment fundraising initiatives.
- Proven success in development for a medium to large nonprofit.
- Experience in membership campaigns and success in fundraising from multiple donor channels.
- Experience with donor management software, or other relational database software.
- Proven ability to deepen current donor relationships and forge new ones.
- Skilled in creating powerful, compelling written and oral communications for fundraising.
- Proven ability to get others to accept ideas by using convincing arguments, creating win-win situations and responding appropriately to key stakeholders.
- Public broadcasting and pledge production experience is a plus.
- Demonstrated advanced Microsoft Office skills and comfort with Adobe platforms and other technology based platforms.
- Must be able to prioritize and use effective time management skills.
- Flexibility in scheduling beyond a traditional work day including nights and weekends, with and without notice.
- Ability to arrive to work in time, work a consistent work week, and attend outside meetings and events.

Salary

Commensurate with experience; full-time, non-exempt position with excellent benefits package – including BONUS for performance enhancements.

Application Process

Deadline: Open until filled

To Apply: Send a cover letter stating interest, salary/wage history and source where you learned of the open position; and include your resume and three professional and/or educational references.

Mail, E-Mail or Fax to:

Nevada Public Radio
Attn: Human Resources
1289 S Torrey Pines Dr
Las Vegas, NV 89146

jobs@nevadapublicradio.org

Fax: (702) 258-5646

Please No Phone Calls

Applicants considered for this position will be required to submit to a background check.

All Nevada Public Radio employees are asked to sign their understanding of and compliance with our Employee Handbook upon acceptance of an offer of employment. This document covers the benefits

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available to NVPR employees, our policies and procedures and our commitment to providing a safe, inclusive, non-discriminatory and welcoming work environment.

As stated in the NVPR Employee Handbook, Nevada Public Radio requires attendance by all employees at many station events including, but not limited to, the four weeks throughout the year when on-air fundraising campaigns are held. Vacation requests during these times will not be granted, except under extraordinary circumstances as approved by the CEO.

In addition, upon acceptance of an offer of employment, the successful candidate will be asked to sign in acknowledgement of receiving, reviewing and understanding of the responsibilities and essential functions of the position as stated and the at-will status of the position.

Nevada Public Radio is an Equal Opportunity Employer