ASPEN PUBLIC RADIO: DEVELOPMENT AND COMMUNITY ENGAGEMENT MANAGER

The Development and Community Engagement Manager provides coordination and support to Aspen Public Radio's donation-based funding programs and connection to the community. This position will work closely with the Executive Director, and ultimately oversee the day-to-day execution of the organization's largest source of revenue. This position will also supervise and manage the Office Manager/Development Associate.

We seek a dedicated, team-oriented person who is excited by working for an evolving organization that has deep community roots and a large audience. Our culture is friendly and familiar, but professional with high standards. We work hard, we play hard.

Primary Functions

Development: Oversee day-to-day execution of station fundraising activities: events, direct mail, web and on-air fundraising, grant proposal support, membership development, database oversight and other fundraising activities such as providing background information on potential donors.

Management: Supervise the activities of the Office Manager/Development Associate in regards to fundraising efforts, as well as general business operational support.

Community Engagement: Works with the Executive Director, Managing Editor and Program Manager on executing regular, meaningful and engaging news and community events throughout our listening area.

Major Responsibilities

- Coordinate all functions of the development and community engagement department, regularly meeting station goals.
- Oversight of station pledge drives working in conjunction with the Executive Director.
- Acquire new individual supporters to Aspen Public Radio and assist in moving them and existing members up the giving ladder to become Major Donors.
- Set up meetings with Major Donors and prospective contributors for the Executive Director and provide background information and meeting preparation.
- Coordinate the planning and execution of National Council and board fundraising events.
- Oversee the execution of effective fundraising letters/materials and manage production, schedule and return processing; ability to handle private and sensitive information confidentially.
- Provide reports and analysis of the results of each fundraising effort.
- Organize and lead activities and processes that will result in a donor-first model of fundraising and stellar customer service and processes.
- Be actively engaged with public media fundraising developments and best practices.

- Coordinate all aspects of engagement efforts including securing public radio personalities and speakers/talent for events; oversee, promotions.

Additional Responsibilities

- Non-traditional hours will be required for events and pledge drives.
- Voice work in recorded underwriting and/or promotional spots *may* be required – training provided.
- Provide reception services for walk-in visitors and phone reception when Office Manager/Development Associate is unavailable.
- Provide Development/Engagement reporting for Executive Director in preparing for board and/or other meetings/grants.
- Assist Executive Director and Bookkeeper with annual audit.
- Coordinate the production of annual report.
- Other duties as assigned.

MINIMUM QUALIFICATIONS: Two years' progressively responsible duties in an office environment. Knowledge of public radio as a listener. Demonstrated organizational skills, attention to detail, strong customer service skills, successful management of multiple tasks and solid communication skills are required. Full-year residence in Aspen or downvalley communities. Successful results of a criminal background check are required.

PREFERRED QUALIFICATIONS: Associates or Bachelor's degree. Three years' or more progressively responsible duties in an office or management support position; non-profit experience helpful. Oversight of at least one employee desirable. Knowledge of marketing and experience with database software.

*Availability to attend the Public Media Development & Marketing conference in Dallas, TX July 9th-12th, 2019 a plus.

SALARY RANGE: $62,000 - $67,000 (Depending on the qualifications, the salary is negotiable.)

To Apply: Please send a cover letter, resume and references to **jobs@aspenpublicradio.org** with **Development and Community Engagement Manager** in the subject line. Application deadline is June 10th, 2019. No phone calls please.

This is a full-time salaried position reporting to the Executive Director of Aspen Public Radio. Aspen Public Radio offers full-time staff benefits including employer-paid health insurance, 401k match, and paid vacation. Ski pass and bus pass financing, shared free passes to world-class events such as the Aspen Film Festival, Aspen Institute Ideas Festival and Classical Music Festival are provided. This position is based at our Aspen, CO studios. Aspen Public Radio is an equal opportunity employer.