POSITION ANNOUNCEMENT

Job Title: DEVELOPMENT SPECIALIST

Appointment: FullTime

Opening Date: October 6, 2022

Closing Date: Two weeks or until filled

Apply: Mail: WTVP
Julie Sanders - Station Manager
101 State Street
Peoria IL 61602-1547

Email: julie.sanders@wtvp.org

Job Description

Responsible for managing all station fundraising activities including on-air, online, in-person, mail, telemarketing, underwriting, events, and other means; manages the activities of all development personnel; has personal responsibility for major giving, planning giving, and relationship with current, past and potential donors. The Development Specialist is a member of the WTVP's senior management team and provides reports to the board of directors.

The position reports to the Station Manager.

Major Duties

- Supervises the Development Department and all regular fundraising activities such as on-air, Membership drives, auctions, direct mail, telemarketing, web-based solicitations, and events
- In conjunction with the Station Manager, develops departmental budget goals and strategies; reports regularly to the board of directors on the department's work.
- Bears primary responsibility for prospecting, cultivating, and closing major gifts and sustaining and growing the station’s major donor society.
- Create and oversee a planned giving program.
- Plans and implements direct mail campaigns and develops other membership correspondence, including thank you letters, renewal letters, matching gift correspondence, and additional gift requests, such as Endowment.
Coordinates membership promotion, including on-air spots, email and website

Oversees development and execution of station fundraisers

Seeks out grant opportunities for the station and either pursue or assigns research and written proposals.

Seeks out and supervises Development interns.

Takes part in ongoing continuing education, including attending professional workshops and training. Helps to further professional growth among Development staff, including cross-training and continuing education.

Holds regular staff meetings, attends weekly Senior Staff meetings, and conducts a yearly performance review of Development staff.

Works with other station department leaders to be an integral part of the management team, assuring the smooth flow of information and a mutually cooperative working relationship with all departments.

Other duties as assigned

Qualifications

- Excellent written, verbal and personal communication skills
- Knowledge in fundraising, management, marketing, budget development and planned giving
- Experience and comfort in developing and maintaining relationships with donors, business community, board members and volunteers.
- Proficiency with Microsoft office products

How To Apply

Apply by sending a resume, cover letter, and references to Station Manager, WTVP, 101 State Street, Peoria IL 61602, or via email at Julie.sanders@wtvp.org. No third-party applications will be accepted.

No phone calls, please.

WTVP IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER. WOMEN, MINORITIES AND VETERANS ARE ENCOURAGED TO APPLY