



Development Associate, Mid-Level and Major Giving

Organizational Overview:

Owned by Sacred Heart University, WSHU Public Radio is a non-profit, listener supported group of public radio station whose mission is to be a unique and independent voice in our community. We engage listeners through thoughtful programming including NPR News, award-winning regional reporting and locally curated classical music programming.

Today more than ever, WSHU is a vital community resource. As media evolves, we must be able to adapt and remain proactive in our approach to the ways our current listeners and new audiences access the content they love. For over 40 years, strong listener affiliation, quality and our unique positioning has defined WSHU. Under the guidance of our new General Manager we are positioned to build on our strengths and achieve a true fundraising breakthrough. We are seeking a Development Associate who will contribute to our fundraising growth and to our mission of being the unifying voice of our region through our regional reporting, NPR news and programming and the highest quality, carefully curated classical music programming.

Summary:

Our Development Associate will support WSHU's Development Director which oversees major gifts, planned giving, giving clubs and mid-level giving. This is an opportunity for you as a development professional to take your experience to the next level while working with and learning closely from WSHU's dynamic staff.

This position will provide support to mid-level and major giving fundraising efforts led by the Director of Development. This position will handle administrative duties, including internal meeting arrangements, proposal pipeline maintenance, drafting of correspondence and briefings, research, and event support. In addition, this position will also manage stewardship and cultivation of mid-level and major donor prospects.

Responsibilities:

- Management of Mid Leveling and Leader's Circle Programs including renewal, add gift stewardship and acknowledgement mailings
- Manage and grow mid-level program to increase \$1,000 gifts which includes being primary liaison with outside agency
- Develop, produce and analyze weekly and monthly fundraising reports tracking goals and fundraising activities
- Execution and tracking of planned giving program
- Manage major giving database which includes highly sensitive and confidential donor information
- Assist with prospect research and meeting preparation
- Oversee annual stewardship mailings – Insider Insights and State of the Station Letters
- Assist in the coordination of stewardship events – online and in-person

Qualifications:

- Bachelor's degree
- 2+ years of fundraising or relevant experience (development, sales, customer relations)

- Experience working in public media, higher-education, fundraising or non-profit setting highly desirable
- Experience with Raiser's Edge or other sophisticated fundraising database preferred
- Strong knowledge of Microsoft Office Suite
- Knowledge of and appreciation of public radio and classical music a plus

Skills:

- Must be detail-oriented and have the ability to handle and complete multiple projects concurrently
- Excellent writing and editing skills, including strong oral communication skills
- Proven project/time management skills and the ability to prioritize competing deadlines
- Strong organizational and interpersonal skills
- Ability to work both independently and collaboratively, with a talent for building strong and productive relationships across constituencies
- Comfortable communicating on the phone, in email and in person with major donors
- Comfortable cold calling
- Candidates must demonstrate a willingness and ability to support a diverse and inclusive environment

Salary: Full time with full benefits. Salary \$55,000 - \$60,000 commensurate with experience.

Application instructions:

Please submit your resume and cover letter with salary requirement to lballou@wshu.org.

WSHU Public Radio provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics