



Donor Relations – part-time

WMNR Fine Arts Radio is a non-profit classical and classic music station based in Monroe, CT and is looking to fill a part Donor Relations position. The WMNR team of paid staff and volunteer broadcasters are knowledgeable, articulate, pleasant and kind. This is an in-office position. For more information about WMNR visit WMNR.org.

POSITION TITLE: Donor Relations

DEPARTMENT: WMNR Fine Arts Radio

REPORTS TO: WMNR General Manager

CLASSIFICATION: Hourly; Unaffiliated; 10-12 Hours per week

PAY: \$24.00 an hour

JOB SUMMARY:

The Donor Relations person is a front-line fundraiser for WMNR and will work in partnership with staff and volunteers to build and maintain relationships with donors and prospects who make annual gifts of \$1,000 and more, as well as larger multi-year commitments.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Create and execute fundraising and stewardship strategies for a portfolio of approximately 100 individual donors for annual gifts of \$1,000 and more, as well as 5-6 figure and multi-year commitments.
- Oversee the tracking of engagement with major gift donors and prospects within the Donor Relation's portfolio, with the goal of increased and new giving.
- Develop and oversee the planning and execution of one-on-one meetings, station tours, luncheons, dinners, and other small gatherings with the goal of creating targeted cultivation and stewardship opportunities.
- Work with the General Manager to develop innovative donor stewardship strategies.
- Establish strong relationships and lines of communication with programming staff.
- Work to increase donor awareness of WMNR and create/attend donor cultivation events.
- Participate in live, on-air fundraising.

- Edit and produce Quarterly General Manager's Newsletter.
- Monitor and respond to email account.

EDUCATION/SKILLS/EXPERIENCE:

- 2 years of front-line fundraising experience preferred.
- Bachelor's degree in a related field preferred.
- Experience managing a portfolio of donors preferred.
- Must have a passion and appreciation for WMNR's mission and goals with a knowledge of classical music.

- Experience managing revenue goals.
- Active knowledge of local and state philanthropic and cultural communities.
- Strong computer skills including Google Email, Docs, Sheets and MS Word/Excel.
- Self-starter with ability to get up to speed quickly and work independently.
- Strong time and project management skills.

• Must be knowledgeable in basic gift solicitation techniques.

- Ability to work and collaborate with colleagues within and across departments.
- Ability to build longstanding, positive relationships with donors.
- Superior communication skills, both oral and written, as well as excellent interpersonal skills.
- Strong attention to detail, accuracy and follow up.
- Professionalism, maturity, and an ability to work with confidential and sensitive information; experience working face-to-face with philanthropic investors.
- Ability to work nights and weekends when the need arises, like special events and on-air fundraising.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger movements, handle or feel objects, or controls; and must be able to lift and/or moves up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WMNR Fine Arts Radio is a donor-funded department of the Town of Monroe. To apply for this position [please click here](#) and fill out the Town of Monroe employment application form.