



Talkeetna Community Radio, Inc.
Box 300, Talkeetna, Alaska 99676
(907)733-1700
www.ktna.org

Development Coordinator Talkeetna Community Radio, Inc.

The Development Coordinator has primary responsibility for managing KTNA's membership and underwriting programs and coordinating special events. The Development Coordinator works as part of a team to help KTNA to achieve its mission to enrich and connect the community in the Susitna Valley. The Development Coordinator will represent KTNA and its mission to the community and its supporters. This position reports to the station's General Manager.

Position type: Part-time, non-exempt, 24 hours per week, 3 or 4 days per week.

Pay Range: \$13.50-\$15.00 per hour, depending on experience

Specific Duties:

Membership

- Develop and maintain the membership and donor database and maintain communication with members and donors
- Coordinate on-air and online components of membership drives
- Maintain donor recognition program
- Integrate the KTNA website and other Internet-based media into member and donor communications and fundraising
- Manage donor thank you gifts and retail merchandise. Manage associated retail and wholesale sales
- Integrate KTNA membership and donor programs into all events

Underwriting

- Solicit cash and trade program underwriting support within the KTNA community
- Negotiate new and renewing underwriting contracts for KTNA-FM and KTNA.org
- Schedule underwriting announcements in program log
- Schedule recording of underwriting announcements

Special Events

- Develop and coordinate KTNA special events, including annual membership meeting, annual appreciation picnic, and on-air auctions
- Solicit resources to support station events

And other duties as assigned as necessary to support the rest of the KTNA team.

Qualifications:

The successful applicant must have strong writing and speaking skills and demonstrated ability to work as part of a team. The applicant must be comfortable with radio-broadcast, Internet-

based (social media, website, e-mail), telephone, and written communication. Competence with computers and word processing, spreadsheet, and database applications is essential. The applicant must be enthused about KTNA and the public radio mission and able to represent the organization effectively to the community and prospective donors. Prior experience in fundraising, management of member or donor programs, and event coordination is very desirable.

Other desirable knowledge, skills, and experience would include the following:

- Experience with public broadcasting
- Database development and management specifically relevant to membership or donor databases
- Website publication and management, particularly using Wordpress
- Graphic design
- Experience utilizing social media for organizational communication and development
- Design of marketing campaigns for nonprofit, retail, or other enterprises
- Strong interpersonal skills
- Self-motivation, ability to work independently and prioritize work load.

Location

The work of the position requires the employee to be present at the KTNA office in downtown Talkeetna. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All KTNA facilities are non-smoking.

Talkeetna Community Radio is an Equal Opportunity employer