



Talkeetna Community Radio, Inc.
Box 300, Talkeetna, Alaska 99676
(907)733-1700 (fax) 733-1781
www.ktna.org

Open Position

Development Coordinator

Position type: Part-time (half-time), non-exempt
Pay Range: \$13.50-\$15.00 per hour, depending on experience
Benefits: KTNA offers health insurance benefits to employees working 1/2 time or greater.

Deadline for application: March 1, 2010

KTNA is seeking a half-time Development Coordinator. This position reports to the station's General Manager and has primary responsibility for managing the organization's membership program, community events, and other fundraising activities.

Specific Duties:

- * Coordinate membership drives, develop and maintain the membership/donor database, solicit donations to support station programs and events, and maintain communication with members and donors.
- * Develop and implement a donor recognition program.
- * Integrate the KTNA website and other Internet-based media into member/donor communications and fundraising.
- * Develop identity marketing materials for KTNA, including any donor premiums and retail merchandise. Manage associated retail and wholesale sales.
- * Coordinate and develop KTNA fundraising events, such as the art auction and the 1-day fundraiser.
- * Solicit sponsorships and raise funds to support KTNA music or other cultural events. Integrate KTNA membership and donor programs into all events.

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
- * Experience working with MacIntosh computers and software
- * 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 while performing many duties of the position, though some portion of the work may be accomplished via telecommuting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All KTNA facilities are non-smoking.

Equal Opportunity

KTNA is an Equal Opportunity institution and does not discriminate against any person in employment or in volunteer participation in its programs and benefits. Persons alleging unequal treatment should contact the General Manager at (907) 733-1700.

To Apply

Submit the following materials to KTNA by mail or e-mail, or drop them off at the KTNA office on 2nd Street.

- * Cover letter
- * Resume
- * Relevant work samples (writing, graphic design, marketing materials, etc.)
- * References

Questions about the position should be directed to Charlie Loeb, Acting General Manager.