



PBS North/The North 103.3FM is seeking a creative and results-oriented **Development Coordinator** to join our mission-driven public media team. As a key member of the Development department reporting to the Director of Development, you will play a vital role in supporting our mission of providing exceptional public media to the Northland community.

You are the ideal candidate for this position if you are looking for a role that will serve our Northland community, have prior development experience, and are interested in a career that will give you opportunities to grow as a non-profit development professional. Our Development Coordinator must have effective verbal and written communication skills and an enthusiasm for public broadcasting. Candidates must be able and willing to work a flexible schedule to accommodate evening and weekend fundraising events.

Duties and Responsibilities:

Development Support

- Monitor donor gift cycles in the donor CRM to contribute to planning and execution of major donor identification, cultivation, stewardship, and solicitation.
- Draft formal correspondences and other donor communications for midlevel and major donors.
- Contribute to development team's planning and execution of cultivation events and donor touchpoints.
- Assist Director of Development with scheduling department travel and donor visits.
- Maintain proficient knowledge of PBS North's history, programs, strategic plan, and financial needs.
- Generate reports on charitable giving for the leadership team and board of directors.

Midlevel Giving + Major Donor Research

- Identify major gift prospects for organization through external research and analysis of current donor records.
- Implement midlevel giving strategy including execution of donor communication touchpoints and fulfillment of donor benefits.
- Build and cultivate a small caseload of midlevel donors.

Additional Responsibilities

- Cross trains with and serves as backup for annual giving department on as needed basis.
- Support internal team building efforts including participation on staff engagement committee and coordination of internal events celebrating success of the organization.
- Other related duties as assigned

Education and Experience Requirements

- Minimum of bachelor's degree or four years of comparable work experience

- Development experience

Preferred Qualifications

- 2+ years of development experience

Required Skills

- Excellent written, oral, and interpersonal skills, including ability to proofread, write, and edit formal documents
- Excellent customer service skills including knowledge of telephone and email etiquette
- Proficiency in utilizing CRM systems to track donor/customer information
- Proficiency with Microsoft Office products including Word, PowerPoint, Outlook, and Excel

Required Abilities

- Uphold and promote PBS North and The North 103.3FM's Vision and Mission.
- Able to take direction and meet deadlines
- Able to build rapport with donors and prospective donors through various channels
- Able to organize and prioritize tasks independently with attention to detail
- Able to creatively solve problems and adapt to changing priorities
- Adhere to and uphold ethical fundraising practices
- Demonstrates ongoing willingness to learn and an ability to engage others in mission of organization
- Able to participate in a collaborative and inclusive team environment

Other Requirements

- Able to occasionally lift and carry up to 25 lbs.
- Available to work flexible schedule including occasional early mornings, evenings, and weekends

Salary Range

- **\$50,000-\$65,000 annually**