



The Annual Giving Specialist is a key member of PBS North & The North 103.3FM's development team, supporting the Senior Annual Giving Manager in planning, executing, and optimizing fundraising campaigns across multiple platforms including television, radio, and digital channels. This position is responsible for independently managing fifty percent of the organization's annual fundraisers (3-4 fundraisers), while providing further support for all fundraising campaigns. The Annual Giving Specialist collaborates across departments, manages project timelines, and ensures seamless integration of on-air and digital fundraising strategies while cultivating meaningful relationships with annual giving donors. This position offers growth opportunities including training and mentorship from seasoned industry professionals and an ability to develop specialized skills in broadcast fundraising.

Duties and Responsibilities:

Campaign Management & Fundraising:

- Independently plan and execute 3-4 annual on-air fundraising campaigns including the following activities:
 - Collaborate with the Sr. Annual Giving Manager to establish campaign strategies
 - Coordinate with production, programming, marketing, and operations teams to ensure seamless campaign execution
 - Write and edit scripts for on-air talent and promotional materials
 - Research, select, and coordinate thank you gift inventory and fulfillment
 - Coach and prepare on-air talent for fundraising segments
 - Coordinate digital fundraising assets including email campaigns and online donation platforms, ensuring strategy maximizes campaign impact
- Process check donations including entry of donations into the CRM
- Support creation and deployment of digital fundraising campaigns including the monthly e-renewal series

Donor Relations & Stewardship

- Manage the PBS North Kids Club including production of monthly newsletters, fulfillment of benefits, development of engagement activities, and creation of assets to support renewal and acquisition efforts
- Coordinate ongoing and special donor mailings including printing, assembly, posting, and mailing of acknowledgement and renewals
- Maintain accurate and detailed records of donor activities within the fundraising CRM
- Provide responsive customer service on a rotating schedule via phone, email, and in-person contact to ensure accurate and prompt resolution of station communications
- Coordinate and work with department volunteers in support of fundraising activities and events

Project Coordination & Cross-Functional Collaboration

- Support the Senior Annual Giving Manager in collecting campaign data and coordinating department reports
- Independently manage assigned project timelines and hold project members accountable to deadlines for assigned campaigns
- Support team involvement in station events and represent PBS North at community screenings, tabling events, and outreach activities

Additional Responsibilities:

- Maintain proficient knowledge of PBS North's history, programs, strategic plan, and financial needs
- Provide backup support for other development team positions as needed
- Assist with digital donation processing as needed
- Other related duties as assigned

Education and Experience Requirements

- Minimum of associate degree or equivalent professional experience
- 1+ year of nonprofit fundraising experience
- 1+ year of customer service experience
- Project coordination experience, preferably managing multiple concurrent projects

Preferred Qualifications

- 2+ years of fundraising experience
- Background in broadcast media
- Bachelor's degree in related field

Required Skills and Abilities

- Uphold and promote PBS North and The North 103.3FM's vision and mission, demonstrating commitment to our organizational values of integrity, respect, community, learning, creativity, and curiosity
- Exceptional written, verbal, and interpersonal communication skills with ability to communicate clearly across multiple channels including email, written materials, and face-to-face interactions
- Strong project management skills with proven ability to manage multiple priorities, meet deadlines, and hold others accountable
- Flexibility to work effectively with diverse personality types while maintaining professionalism and assertiveness when necessary
- Highly motivated self-starter who can work independently and collaboratively within a team environment
- Computer proficiency including Microsoft Office products (Word, Excel, PowerPoint) and ability to learn new software systems quickly
- Experience with fundraising CRM systems and accurate data entry practices
- Excellent customer service orientation with knowledge of professional telephone and email etiquette
- Strong attention to detail and organizational skills

- Ability to perform basic mathematical calculations including budget tracking and gift processing
- Demonstrated willingness to learn and engage others in the mission of the organization

Other Requirements

- Able to occasionally lift and carry up to 25 lbs
- Available to work flexible schedule including early mornings, evenings, and weekends for station events and fundraisers
- Standard business hours are 8am-4:30pm in an office environment with occasional work in our TV and radio studios
- Ability to represent PBS North and The North 103.3FM professionally at community events and public venues

Salary Range:

- \$55,000-\$60,000 annually