JOB TITLE: Development Communications Specialist

REPORTS TO: Director of Development

FLSA STATUS: Full-Time Exempt

POSITION SUMMARY

PBS North and The North 103.3FM seek a talented writer to join our Development team as a Development Communications Specialist.

Reporting to the Director of Development, this position serves as the department's primary fundraising writer, drafting donor communications, grant materials, and on-air fundraising copy that carry out the strategies, themes, and messaging set by the Development department. The Development Communications Specialist will develop compelling communications that inspire philanthropic support across television, radio, digital, and print, and will prepare and produce routine donor correspondences.

The ideal candidate is an exceptional writer who can translate organizational priorities, audience impact, and community stories into persuasive communications that strengthen donor relationships and support revenue goals. This position collaborates closely with Development, Marketing, Television, and Radio teams to ensure fundraising communications are engaging, accurate, and mission-focused.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundraising Communications (35%)

- Write fundraising communications including email campaigns, appeals, and special projects as assigned.
- Draft donor impact reports, campaign summaries, and fundraising collateral as assigned.
- Maintain annual giving campaign letters and supporting materials, incorporating routine updates and coordinating with the Senior Annual Giving Manager and Director of Development on substantive content and strategic revisions.
- Identify and develop donor-focused stories and impact narratives for use in fundraising, stewardship, and grant communications.
- Ensure communications accurately reflect organizational priorities, programming, and community impact.
- Assist with editing direct mail copy produced by outside vendors as a first-pass review.

Grant Writing & Administration (25%)

- Research funders and grant opportunities that align with organizational goals.
- Prepare grant proposals, applications, letters of inquiry, and supporting documentation.
- Manage the maintenance, accuracy, and integrity of the grant management CRM, including institutional funder accounts, grant pipeline tracking, and related data.

- Coordinate and administer assigned foundation, corporate, and community grants.
- Track grant deadlines, reporting requirements, and deliverables.
- Prepare grant reports and impact narratives demonstrating stewardship of awarded funds.
- Support the Director of Development in the preparation, administration, and reporting of larger and more complex grants.

Broadcast Fundraising Support (15%)

- Write and edit fundraising scripts for television and radio pledge drives, following campaign themes and plans set by Development leadership.
- Coordinate with Television, Radio, and Marketing staff through Development leadership to ensure consistency across campaign communications.

Donor Relations & Stewardship (15%)

- Edit and finalize the weekly midlevel and major donor thank you letters.
- Maintain the department's thank-you letter library and ensure all letters are reviewed and updated on a quarterly basis.

Organizational Collaboration (10%)

- Maintain a strong understanding of PBS North and The North programming, services, audiences, strategic priorities, and community impact.
- Serve as a communications resource to the Development Department and collaborate with staff across the organization.
- Contribute to department planning, fundraising strategy discussions, and campaign development.
- Support special events, donor engagement activities, and other development initiatives as assigned.

QUALIFICATIONS

- One of the following is required:
    - Bachelor's degree in Communications, Journalism, English, Marketing, Public Relations, Nonprofit Management, or a related field; OR
    - Associate's degree in Communications, Journalism, English, Marketing, Public Relations, Nonprofit Management, or a related field and 3 years of professional experience in communications, fundraising, grant writing, journalism, marketing, public relations, or a related field; OR
    - 5 years professional experience in communications, fundraising, grant writing, journalism, marketing, public relations, or a related field.
- Exceptional writing, editing, and proofreading skills are required.

- Ability to adapt messaging for diverse audiences and communication channels is required.
- Strong organizational and project management skills with the ability to manage multiple deadlines is required.
- Experience gathering information through interviews, research, and collaboration with stakeholders is required.
- Ability to maintain accuracy, professionalism, and attention to detail in written communications is required.
- Grant writing experience is required, including professional, educational, internship, volunteer, or equivalent experience. Demonstrated success in securing grant funding and preparing grant reports is preferred.
- Experience in nonprofit fundraising, development, communications, public media, journalism, marketing, or related fields is preferred.
- Experience creating fundraising, donor, or mission-driven communications is preferred.
- Familiarity with customer relationship management (CRM) systems and donor databases is preferred.
- Understanding of public media fundraising, membership programs, or philanthropic engagement strategies is preferred.
- Knowledge of email fundraising and digital donor engagement best practices is preferred.

REQUIRED KEY COMPETENCIES

- Exceptional written and verbal communication
- Persuasive professional writing
- Fundraising and donor-centered messaging
- Relationship building and collaboration
- Strategic thinking
- Project management and organization
- Initiative and adaptability
- Attention to detail

COMPENSATION

- This is a full-time, exempt position with a salary range of $50,000 to $60,000 annually, commensurate with qualifications and experience.

TO APPLY

Interested parties should send a cover email, resume, and complete application in confidence to applicant@wdse.org Applications can be downloaded on our *Careers* page of our website.

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