

POSITION GUIDE

Job Location:
WMHT
4 Global View
Troy, NY 12180

Title: Fundraising Coordinator
Department: Development
Hours: M-F 8:30–5:00 at 4 Global View
Type: Full-Time, Non Exempt
Reports To: Individual Giving Manager

WMHT Fundraising Coordinator Job Description:

WMHT is looking to strengthen our donor engagement and stewardship efforts. This new position, the WMHT Fundraising Coordinator, will assist with activities pertaining to WMHT membership, major giving, planned giving, and other philanthropic efforts by providing customer service, and database/CRM operational support for the WMHT Membership Department, and administrative support for the WMHT Major Gifts Team.

This position reports directly to the Individual Giving Manager, and will work directly with WMHT Staff, outside partners, and members of the viewing and listening public.

The successful candidate will have strong writing skills, an understanding of, and appreciation for fundraising, strong organizational skills, knowledgeable about WMHT and WEXT programming, proficiency with MS Word and MS Excel, and a willingness to become proficient on WMHT's database, Salesforce/NGO Connect.

Specific Duties:

- Record contributions made by donors into CRM software.
- Prepare stewardship, solicitation, and marketing materials, acknowledgements, testimonials, on-air announcements, and other communications to promote the concept of philanthropy, leadership giving and planned giving, and general support for WMHT.
- Assist with viewer, listener, and donor events for WMHT and WEXT
- Provide customer service by responding to donor questions via email/phone
- Create and distribute reports that track progress toward department goals
- Assist the Chief Development Officer with donor research, identification, and tracking
- Switchboard coverage team member
- Other duties as assigned

To apply, please email a cover letter and resume to ybelden@wmht.org or mail to:

Valerie Belden
WMHT
4 Global View
Troy, NY 12180

WMHT Educational Telecommunications is an Equal Opportunity Employer M/F. Qualified veterans, women, minorities, and persons with disabilities are encouraged to apply.