

WTCI, The Greater Chattanooga Public Television Corporation, is currently seeking to fill the key position of

Manager of Development

Please submit resumes and salary requirements to:

WTCI

Human Resources

7540 Bonnyshire Drive

Chattanooga, TN 37416

jobs@wtctv.org

WTCI-PBS is seeking a dedicated, creative, and exceptionally organized Manager of Development to join as a member of our small, but mighty team. Reporting to and working closely with the VP of Development, the Manager of Development is a support position with responsibilities across a wide range of fundraising, relationship-building, and administrative activities. Our Manager of Development will bring a growth mindset in fostering a culture of cooperation and expressing the values we create together as a staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Fundraising Administrative Activities (60%)

- Assume a support role in planning and executing all fundraising events
- Help manage event logistical details, serving as a point of contact for vendors (i.e. catering, venue, printing), supporters and sponsors, volunteers, tables captains, and attendees
- Record and track event data and constituent information, including budget information, registration lists, and results
- Help coordinate other seasonal or special events such as capitalizing on arising fundraising opportunities, driving cause marketing campaigns, and overseeing donor and volunteer appreciation/cultivation events
- Coordinate activities (luncheons/gatherings/teas) with supporters and major donors of the station

Individual Giving and Donor Stewardship (20%)

- Collaborate with the VP of Development on updating and monitoring the annual development calendar to ensure year-round engagement and stewardship of individual donors
- Monitor and ensure the appropriate follow up occurs with donors and supporters
- Process donations, generate and track tax-receipts and acknowledgement letters
- Contribute to e-news communications, drafting content for supporters and donors

Corporate and Foundation Relations, Including Program Support (10%)

- Conduct grant and sponsorship research
- Help fulfill sponsorship recognition and benefits, including communications such as social media and press releases, collateral like signage and t-shirts, website updates, etc.
- Complete matching gift forms and protocols
- Assist in the creation of proposals and supportive material for presentations

Operations, Infrastructure, and Other Roles (<10%)

- Manage data entry and development of our donor database (Memsys) and email distribution (Constant Contact)
- Direct projects and assignments for Development Intern(s)
- Schedule and attend Development Committee meetings
- Assist members and other callers with information as needed
- Help ensure the smooth operation of the office and other duties as assigned
- Assist department budget report and monitors budget expenditures
- Assist in the preparation of monthly materials for submission to the WTCI Board of Directors report for Development Activities.

REQUIRED SKILLS AND EXPERIENCE

Understanding of and belief in the organization's mission, vision, and values

Demonstrated experience and comfort in fundraising, soliciting for donations, and/or planning major events (Bachelor's degree or higher and 2+ years of prior experience with nonprofit development preferred)

Good sense of accountability, strong dependability, and impeccable integrity

Detail-oriented and proactive approach to managing time-sensitive and competing workloads

A team player with a willingness to support colleagues outside of one's primary responsibilities

Emotionally intelligent and self-aware, including the ability to both ask for/receive and offer assistance or leadership when and where needed

Open to and appreciative of feedback, responsive to direction and coaching

Capable communicator with an astute eye for written and visual communication in particular

Enthusiastic self-starter operating with sustained energy and showing initiative

Positive disposition

Comfort working with a diverse base of support and stakeholders, including members, community leaders, volunteers, donors, other nonprofit organizations, agencies, and corporate partners

Computer proficiency including Microsoft Office products, particularly Word, Excel, PowerPoint, and Outlook (experience with databases, auction software, and other electronic tracking systems a plus)

Highly ethical, particularly in working with confidential or sensitive information

Flexible schedule outside of typical working hours, with the ability and willingness to work occasional nights or weekends as necessary

Ability to provide own car, insurance, and valid driver's license, or other means of travel throughout the greater Chattanooga area

Application Process and Other Details

Limitations and Disclaimer: The above job description describes the general nature and level of work to be performed; it is not meant to be an exhaustive list of all responsibilities, duties, and skills required for the position.

This position will remain open until filled.

This position is a full-time exempt position. Salary range is \$35,000 - \$40,500 commensurate with demonstrated skills and relevant past success and experience.

All interested candidates must submit a resume and cover letter summarizing interest, fit with qualifications and experience to jobs@wtcity.org.

WTCL is an Equal Employment Opportunity Employer. Qualified applicants from all cultures and communities are strongly encouraged to apply.