

## **KBBI DEVELOPMENT ASSISTANT POSITION JOB DESCRIPTION**

### **GENERAL**

The Development Department plays a critical role in generating and maintaining revenue for KBBI through on-air membership drives, sales of underwriting (paid on-air messaging), other revenue producing activities and special events. They also spearhead marketing and communications efforts for KBBI.

As an ideal candidate, you will bring experience balancing multiple priorities, and will have demonstrated high initiative and the ability to work independently. In order to be successful in this role, you'll have exceptional organizational and communication skills, and will be able to interact with staff, volunteers and supporters, showing resourcefulness, flexibility and a high level of professionalism.

While the Development Director is on Maternity Leave, this person will be the main point of contact for Development activities. They will work with the Development Director, upon their return, as part of a team, to accomplish departmental goals.

### **Primary Duties:**

1. Assist in managing membership: database maintenance, and on-air membership drives.
2. Assist in maintaining underwriting accounts
3. Assist Development Director with grant writing and administrative issues when needed.
4. Assist in organizing of events: Annual Meeting, donor appreciation events and fundraising events.
5. Assist with public relations, marketing and communication functions; e.g., advertisements, promotional print materials, emails, mailings, website, and social media.
6. Work with other station staff and volunteers to enhance the positive team efforts of KBBI in meeting our strategic goals.
7. Other duties as assigned.

### **Requirements:**

1. A minimum of three years work related experience. Preferably in fundraising, marketing, or sales, and events.
2. Strong written and oral communication skills
3. Strong computer skills covering database management, social media, Microsoft Office and other desktop publishing applications.
4. Collaborative team player willing to work occasional evenings and weekends as necessary.
5. Must be able to demonstrate attention to detail, ability to analyze information and problem solve, professionalism, organizational savvy, and commitment to confidentiality.

**Reports to:** Development Director (General Manager in Director's absence)  
**Supervises:** Volunteers and, student workers in development activities.  
**Classification:** Part-time, 20 hrs./wk.  
**Pay range:** DOE As part of the total compensation package, paid holidays, and personal leave time. KBBI is an Equal Employment Opportunity employer.

### **To Apply:**

Email a cover letter and resume with 3 professional references to [terry@kbbi.org](mailto:terry@kbbi.org) or mail to 3913 Kachemak Way, Homer AK 99603 to attention: Terry Rensel. No phone calls, please.