



## Development Associate

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This person assists with the station's fund raising duties and activities. Data entry, filing, and mail preparation are part of the duties..

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### Minimum Requirements:

- High school graduate, GED, or equivalent.
- Ability to communicate both orally and written.
- Ability to lift and carry at least ten (10) pounds of materials.
- Demonstrable ability to operate a computer and to learn proprietary database software. Familiarity with Microsoft Office applications.

### Preferred:

- Some college
  - Proficiency with database software and Microsoft Office applications.
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This position reports to the Director Of Development & Marketing, but also takes direction from individual giving, special events, and marketing. This is a part time position.

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### Duties may include and are not limited to:

- Entry of membership information into database program
  - Label and mail program guides and other promotional materials to members.
  - Assist members who have questions, corrections, or other membership problems.
  - Assist with special event preparations and operations.
  - Assist Marketing Manager with research and other assignments.
  - Perform other development functions as requested or assigned.
  - Participate in station activities and events as requested or assigned.
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