Development Associate

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

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.

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.

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.