

POSITION GUIDE

Job Location:

WMHT

4 Global View

Troy, NY 12180

Title: Fundraising Coordinator

Department: Development

Hours: M-F

Type: Full-Time, Non Exempt

Reports To: Membership Manager

WMHT Fundraising Coordinator Job Description:

WMHT is changing the way we do membership fundraising. We are partnering with a well-respected, public media-industry member service bureau (MSB), to grow WMHT's membership and mid-level activities for donors giving \$1 - \$999, including direct mail, telemarketing, e-marketing programs and operational activities.

We are seeking an energetic person with strong writing and interpersonal skills to help WMHT grow its on air fundraising efforts, and to help grow our donor engagement and stewardship efforts. The WMHT Fundraising Coordinator will also assist with customer service and help provide database/CRM operational support for the WMHT Membership Department.

This position reports directly to the WMHT Membership 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 (writing samples required), an understanding of fundraising, strong organizational skills, be knowledgeable about WMHT and WEXT programming, proficiency with MS Word and MS Excel, and a willingness to become proficient on WMHT's new database/CRM, NGO Connect.

Specific Duties:

- Working with the WMHT Membership Manager and others, coordinate on air fundraising campaigns for WMHT TV, WMHT FM and WEXT, including script and message writing, scheduling, securing and fulfilling localized thank you gifts and ticket offers
- Gather information for, and write, the fundraising-based donor communications for each of the WMHT platforms, and the local portion of the WMHT SPOTLIGHT newsletter
- Other writing projects as assigned
- Coordinate and share information for WMHT Pledge Campaigns with the Member Service Bureau
- Assist with viewer, listener, and donor events for WMHT and WEXT
- Assist with customer service as needed
- Other duties as assigned

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

Valerie Belden

WMHT

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