

**Job Posting**

**Mid-Level Giving Coordinator**

**Who we are:**

Detroit Public TV (DPTV) is Michigan’s largest and most watched television station serving Southeastern Michigan, the most diverse public television audience in the country. DPTV is also the state’s only community-licensed station, meaning it operates independent of any educational, government or other institution. Its funding comes from the community it serves.

Each week more than two million people watch our four broadcast channels, and nearly 200,000 people listen to our radio station, WRCJ 90.9 FM for classical days and jazzy nights. In addition, DPTV is building the next generation of public media with our rapidly growing digital presence that has grown to reach more than half a million unique visitors through our website, YouTube channels and social media platforms each month.

Our key values: Trust, Service, Achievement, Teamwork, Respect, Creativity and Growth are evident in everything we do from the engaging content we provide, to the way we work with viewers, supporters, board members and employees to the local events we host connecting DPTV with thousands of our fellow community members each year.

Does the idea of building your career alongside a dedicated group of professionals with different backgrounds and experiences excite you? If so, we invite you to join us in our mission to provide public media that helps individuals discover new ideas, make informed decisions, and enjoy enriched lives.

DPTV is actively seeking dynamic and diverse team members to join us in the role of Mid-Level Giving Coordinator in Wixom, MI

**What You’ll Do:**

The Mid-Level Giving Coordinator is responsible for the growth and development of Detroit Public Television and WRCJ-FM. This position will be responsible for managing fluid portfolio of donors giving annually at $1,000-$5,000, establishing processes to increase donors to $1000+, and identify prospects to elevate into the major giving program. This position will also serve the organization’s mission including; general operating support, initiative and project funding, revenue for production; local and national projects; digital platforms and events.

**ESSENTIAL FUNCTIONS:**

**Database/website/communications**

* Work closely with the Membership team to proactively manage donor records to ensure accurate tracking of all donor activities.
* Assist the Major Gifts team in creating and managing database reports that support fundraising and stewardship initiatives.
* Produce Revenue Reports for Senior Management and Major Gifts Team.

**Major gifts support responsibilities**

* Conduct research on prospects or donors and document this research in the database. Create accurate and comprehensive written donor profiles.
* Work closely with Director of Major Gifts, Membership and product development on refreshing major donor communications including renewal letters and thank you letters.
* Assist the Major Gifts team with preparing for donor visits and meetings by creating collateral material packets that include but are not limited to donor giving history and short bio summaries.
* Assist the Major Gifts team in mail fulfillment, including but not limited to creating and preparing mailing lists, preparing and executing mail merges, etc.
* Responsible for monthly renewal letters for all major gift donors.
* Assistance with other Major Gifts or organizational meetings/events, as required.

**Special events responsibilities**

* Assist the Events team in preparing for and managing Major Donor special events.
* Create and manage donor attendee profiles before an event.
* Assist with day-of event execution from beginning to end.
* Assist with post-event reports including systematic messaging to donors..

**General administration responsibilities**

* Maintain Major Gift’s in-house stock inventory, including but not limited to postage, mailing collateral, event supplies, office supplies.
* Must be able to work evening and weekends, as required.
* Assist with cross-departmental event support, as needed.
* Perform other duties and responsibilities, as assigned.

**SKILLS**

* Excellent verbal and written communication skills
* Commitment to the mission and standards of public broadcasting
* Strong organizational skills and the ability to manage multiple projects concurrently
* Ability to plan for and work under pressure of deadlines
* Strategic and creative thinker and collaborator

**QUALIFICATIONS**

* Bachelor’s degree in Business, Communications, Non-Profit Management, or related field or equivalent experience.
* A high school diploma and at least 3 years of successful related experience for non-profit organizations; or a bachelor’s degree and at least 2 years of related experience.
* Exemplary customer service and written/expressive communication skills. Confident with written, phone and face-to-face interactions with high-profile individuals.
* Highly organized and detail-oriented in order to manage multiple projects with shifting priorities and deadlines, and to timely execute accurate data reports that support fundraising and stewardship initiatives.
* Flexible and adaptable in a dynamic, fast-paced environment.
* Proven ability to work well as part of a team and independently, with little supervision.
* Able to diplomatically discern work priorities, resolve problems, make decisions, and meet critical deadlines.
* Professional interpersonal and social skills suitable to working with wide range of stakeholders.

**What you’ll get:**

As part of the DPTV family, you will enjoy a complete package of benefits, including medical, dental, vision, 403(b) with employer match, HSA/FSA, life insurance, paid vacation days and paid holidays.

In addition to the benefits you’d expect, our engaging and welcoming environment is a place where you can:

* Experience the rewarding feeling of knowing you’re part of an organization committed to the greater good of the community
* Take a little time for fun and friendship. It’s not uncommon to catch people doing yoga together at lunch, conversing about their favorite part of a story during a book club meeting or enjoying a walk around the pond on a nice sunny day.
* Continue to grow and learn through opportunities for personal and professional development
* Share your input, knowing that your ideas are valued and always welcome
* Be yourself! We believe your uniqueness makes you an even greater asset to the team.

**How to Apply:**

Send resume and cover letter to:

[HumanResources@dptv.org](mailto:HumanResources@dptv.org)

**Human Resources  
WTVS Detroit Public Television  
1 Clover Court  
Wixom, MI 48393-2247**

\*No telephone calls or third parties. Please include the title of the position in the subject line of the email.

Posting Date: 8/7/2019

Detroit Educational Television Foundation, d/b/a Detroit Public Television and WRCJ 90.9 FM, is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability status, marital status, military status, or protected veteran status. Employment decisions at Detroit Public Television will be based on merit, qualifications, and abilities.  The specific statements above are not intended to be all inclusive.