



JOB DESCRIPTION

Position Title: On Air and New Member Fundraising Manager

Reports to: VP Membership

Classification: Full-Time, Non-Exempt

Date: June 2019

I. Summary/Objective

SDPB, a statewide, joint radio and television network seeks an energetic, organized and goal-focused individual to manage seven annual on-air membership drives. We are seeking an individual with the vision to run our current on-air program, while imagining and then implementing a new model for our program's future. Come join our growing and dynamic statewide team based in Sioux Falls, SD, consistently voted one of the top 10 small cities to work and live in by Forbes Magazine. With new, street level studios in both the Black Hills and Sioux Falls, we continue to broaden our appeal and exposure to our members and to grow our base. You will have the opportunity to help us re-create a legacy network with our eye on the future. Come learn, dream and grow with us, we can't wait to welcome you!

The On-Air and New Member Fundraising Manager will manage the planning and execution of SDPB's on-air membership drives, including production elements, script writing and collaboration with programming in scheduling details, as well as all aspects of the SDPB thank you gift program. All tasks to be done promptly following best practices and meeting department deadlines. Individual tasks may be delegated as needed based on department needs.

II. Essential Functions

- a. Ability to think strategically, analyze and improve systems, processes and approaches.
- b. Ability to organize complex schedules and goals.
- c. Capacity to establish and meet realistic deadlines.
- d. Ability to compose and edit clear, engaging, consistent, and compelling written copy.
- e. High degree of comfort in and passion for technology. Microsoft Office (Word, Excel, Outlook) and other computer software (esp. databases).
- f. Ability to independently structure workflow, as well as to solicit, process and absorb information and change focus quickly.
- g. Resiliency to stay calm and focused during periods of high activity/competing priorities.
- h. Ability to be receptive to feedback regarding pledge work.
- i. Personal accountability and strong performance.
- j. Commitment to advancing a diverse and inclusive working environment and work product.
- k. Ability to work evening and weekend hours during pledge drives, as well as extended hours immediately before.
- l. Manage all aspects of the SDPB thank you gift program.

III. Required Education and Experience

1. College degree preferred.
2. Equivalent of 2-3 years full time experience in event or project management or other position that demonstrates utilization of complex organizational skills.
3. Listening, speaking, writing, presentation, and collaboration skills to work closely and effectively with colleagues across departments, including during times of high stress.
4. Technology skills required with a fluency in Microsoft Word and Excel.



5. Must be able to work autonomously
6. Customer service experience preferred
7. Ability to multi-task, detail-oriented, well organized

IV. Position Type/Expected Hours of Work

This is a full-time, non-exempt position. Hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week, with dispensation for membership drive weeks and membership events.

V. Travel

Travel to Vermillion, SD and other event sites is required for this job.

VI. Physical Demands

This is largely a sedentary role; however, occasional filing or moving of premium merchandise is required. This would require the ability to lift files or boxes, push carts, open filing cabinets and bending or standing on a stool as necessary.

VII. Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

VIII. EEO Statement

Friends of South Dakota Public Broadcasting is an Equal Opportunity Employer committed to excellence through diversity and inclusion.