

Virgin Islands Public Broadcasting System Development Office Special Assistant - STX

The Virgin Islands Public Broadcasting System has an immediate opening for a Development Office Special Assistant on the island of St. Croix. The successful candidate will assist in the development initiatives of the station.

Duties and Responsibilities:

- Make presentations to donors, organizations, groups, and corporations about the System's development and fundraising initiatives;
- Manage contracts and agreements for Underwriters; solicit advertising and underwriting for the System;
- Prepare financial reports and other relevant reports for the department;
- Assist with the development of new programs and activities to acquire new donors to meet departmental goals; manage the donor process for the department; manage development and fundraising projects/initiatives;
- Prepare grants and write proposals;
- Coordinate and organize development activities and events;
- Conduct research on prospective corporations, foundations and individual donors;
- Manage the Customer Relations Management software for the Development Office;
- Assist in the design and development of media materials for distribution;
- Develop creative internet marketing tools with the use of email blasts, Facebook, YouTube, and other social networking tools;
- Organize meetings and events for community outreach, volunteer activities and staff teams;
- Manage all aspects of Langford the Mascot; and
- Manage the inventory and promotional items for the department.

Qualifications:

- High School Diploma, plus five (5) years experience in an administrative position; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job;
- Ability to work independently and meet tight deadlines;
- Prior non-profit, fundraising, donor relations and events planning experience;
- Strong written, oral, and interpersonal communication skills;
- Excellent writing skills;
- Good organizational and administrative skills;
- Proficient in Microsoft Office; and fundraising and donor software (i.e. Raiser's Edge, Blackbaud, etc.);
- Ability to present information concisely and effectively, both verbally and in writing;
- Proven track record in face-to-face asks, initiating, developing and fostering relationships with individuals, corporations and foundation donors;

- Ability to clearly articulate WTJX's mission, goals, and strategies to a broad range of individuals in the community;
- Strong project management skills to produce quality results in a timely manner;
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a fast-paced environment;
- Highly detail-oriented, organized, and motivated;
- Flexibility in schedule (ability to work evenings and weekends for special events, and other activities);
- Ability to lift 30 pounds;
- Ability to drive and must have a valid USVI Driver's License; and
- Ability to work outdoors and in the sun as necessary.

Interested applicants should submit a cover letter, resume and three (3) current professional letters of recommendation to:

Wendy Bailey
Director of Human Resources
wbailey@wtjx.org

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer