

CLASSICAL

KING FM 98.1

www.king.org

Title: Major Gifts & Events Coordinator
Department: Development
Reports to: Development Director / Major Gifts

Background

Classical KING FM 98.1 has been a major player in the arts and cultural communities of the Pacific Northwest since 1948. In 2011, KING FM became a non-profit, listener-supported station. This public radio operating model enables the station to better serve its 300,000 listeners and fulfill our mission to *“actively grow, diversify, and enrich the love of Classical Music in our community by providing a Voice for Classical Music and the Arts.”*

Position Description

The Major Gifts & Events Coordinator will help coordinate and execute KING FM's efforts to secure gifts of \$1,000 and greater and planned gifts. This position will serve as the primary liaison with the Ensemble constituency (individuals who give \$1,000 - \$2,499) and is responsible for renewing and growing revenue from this constituency. This position is also responsible for planning, coordinating, and producing studio events and other special events that cultivate and steward KING FM Performance Circle membership.

Responsibilities:

- Work to deepen and steward relationships with approximately 175 current and potential Ensemble level donors with the goal to renew and grow revenue each year.
- Produce monthly renewal mailings and special appeal mailings for annual support and planned giving.
- Implement strategies to promote and secure Performance Circle gifts during fund drives.
- Research and rate new Performance Circle donors and recommend solicitor assignment based on gift potential.
- Oversee acknowledgement letter process to ensure letters are timely, accurate, vibrant and donor-centered, and in compliance with IRS regulations.
- Coordinate and execute donor events, approximately 8 - 10 per year. This includes:
 - Maintain event calendar and track expenses to budget.
 - Use project management software to manage tasks, assignments, and deadlines.
 - Maintain invite and response lists, mail invites, and implement strategies to drive attendance.
 - Interface with graphic designer, printer, mail house, caterer, and other vendors, securing in-kind support where appropriate.
 - Obtain and supervise volunteers to help with event preparation and guest management.
 - Prepare materials for guests and speakers, staff, and other program participants.
 - Be onsite point person to ensure smooth execution, positive guest experience, and problem solve.
- Coordinate and execute donor stewardship activities. This includes:
 - Coordinate and send electronic and print communications to major donors and prospects.
 - Fulfill recognition and benefits for all Performance Circle donor levels.
 - Provide administrative support for the KING FM Travel Club program.
 - Produce other custom stewardship materials and activities, as assigned.
- Respond in a timely, professional manner to inquiries made by donors, listeners, and co-workers.
- Participate as a member of KING FM's fund drive team.
- Attend professional meetings and trainings to enhance professional competence.
- Perform other work as assigned to successfully achieve development goals.

Requirements:

- Bachelor's degree or equivalent, and experience in nonprofit fundraising, with focus on individual giving, membership, and/or special events.

- Strong organizational and time management skills; ability to coordinate multiple projects and discern priorities among competing interests; flexibility and adaptability to changing needs; proven ability to work independently and collaboratively as a team member.
- Excellent interpersonal skills; poised manner; ability to exercise discretion and judgement and professionally handle sensitive situations. Ability to maintain confidentiality.
- Solid writing and verbal communication skills.
- Working knowledge of Microsoft Office products. Knowledge of databases, including pulling queries and creating reports. Raiser's Edge knowledge a plus.
- Affinity for working in a classical music and/or public radio broadcasting environment.
- Must be willing to work semi-regular evenings and occasional weekends. Must be able to lift up to 20 pounds and have a valid driver's license.

Send resume, references and cover letter to:

Human Resources, Classical 98.1, 10 Harrison St, Ste 100, Seattle WA 98109

Date Posted: July 8, 2017

Closing Date: July 27, 2017

Classical 98.1 is an equal opportunity employer