

CLASSICAL

KING FM 98.1

Title: Membership Coordinator
Department: Development

Background

Since 1948 when Dorothy Bullitt founded Seattle's iconic classical music station, Classical KING FM 98.1 has been a major player in the arts and cultural communities of the Pacific Northwest. On May 2, 2011, KING FM transitioned to a non-profit, listener-supported station. This transition enables the station to better serve its 300,000 listeners and achieve our mission to "*further the education and involvement of the audience in Classical Music and thereby advance the appreciation and performance of opera, symphonic music and chamber music*".

KING FM's operating model depends on philanthropic support from the community. To help raise this support, KING FM is seeking a Membership Coordinator with a pro-active style and ability to critically analyze and that can play an integral role as a member of the station's development team.

Position Description

The Membership Coordinator will be part of the department that is responsible for the annual campaign goal. The Membership Coordinator will perform a variety of functions that supports the commitment to customer satisfaction, ensures a positive donor experience, and supports the Membership Director to achieve revenue goals.

This position reports to the Membership Director.

Job duties include, but are not limited to:

- Responsible for Credit Card maintenance associated with the monthly giving program
- Coordinates the Matching Gift Program
- Coordinates outbound e-solicitations using the Net-Community email marketing software
- Responsible for the Car Donation Program
- Implements At Work/Employee Giving Program
- Participates as a full-time member of the fund drive team.
- Performs other related duties as assigned.

Qualifications/Requirements:

- Fundraising experience is preferred
- Bachelor's degree from accredited four-year college or university or equivalent training and experience
- Good organizational and time management skills required - attention to detail is a must
- Excellent written and verbal communication skills
- Experience in customer service a plus
- Ideal candidate is willing to work some evenings
- Demonstrated ability to be flexible, creative, proactive, detail-oriented and to self-manage.
- Excellent computer skills are required. Microsoft Work, Excel, Outlook, the internet and fundraising databases Raiser's Edge is preferred

Send resume, references and cover letter to:

Human Resources, Classical 98.1, 10 Harrison St, Ste 100, Seattle WA 98109 or email human resources at sabinak@king.org

Date Posted: August 24, 2016

Closing Date: September 8, 2016

Classical 98.1 is an equal opportunity employer