

Bisbee Radio Project
Job Summary for Development Specialist

Duties & Responsibilities

- Promote awareness of KBRP as a community resource among members, donors, volunteers, underwriters and the public.
- Maintain familiarity with all KBRP programming, both local and syndicated.
- Develop ways to increase the community's ability to provide input on BRP programming and services.
- Create strong fundraising messages that appeal to potential new members, volunteers and underwriters.
- Maintain membership database.
- Write and publish promotional copy including press releases including social media posts.
- Organize and budget events and fundraising campaigns. Evaluate the success of events and campaigns and present to the Board.
- Recruit, train and direct volunteers as needed for development goals and projects.
- Collaborate with Board and Business Manager on BRP goals, sharing responsibilities as appropriate. Must attend monthly board meetings.
- Ensure that all legal reporting requirements are completed as required.
- Partner with business manager and programmers to learn all facets of station operations.

Required Skills & Experience

- Excellent oral and written communication skills, including public speaking.
- Ability to work independently, planning activities and prioritizing tasks.
- Creativity and ability to adapt to change.
- Need to be available in the Bisbee community on some nights and weekends, sometimes on short notice.
- MAC computer experience preferred.

- Radio/media/non-profit experience a plus.
- Grant and fundraising experience a plus.

This position is part time 20 hours per week starting at \$15/hr. The first performance evaluation will occur 3 months following hire, and subsequent evaluations on at least an annual basis following that.

To apply, send cover letter, resume, and at least 1 professional reference to bodkbrp@gmail.com, or leave it in the secure mailbox outside our studio at 2 Copper Queen Plaza, Suite 204 (2nd floor of the convention center).

Position open until suitable candidate found.