

LISTEN

WATCH

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SUPPORT

Learn

Blog

Reimagine Media

Generation Listen

Pittsburgh

Music Together

About Us

Employment

WYEP enriches the community through musical discovery, expression and education.

Employment

WYEP is committed to creating a diverse workplace environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

WYEP is looking for organizations that regularly distribute information about employment opportunities to job applicants or have job applicants to refer. If your organization would like to receive notification of job vacancies at our station, please contact employment@wyep.org with the name of your organization, a contact name, email address and phone number.

Although we are unable to retain unsolicited resumes, if there is a posted job that interests you for which you are qualified, please submit application materials following the instructions in the job posting. We post all open positions on our website, as well as on national and regional jobsites such as the CPB Jobline, Current.org, Nonprofit Talent, and JournalismJobs.com, so you're always able to check for any currently available positions.

As an alternative to paid employment, WYEP also has volunteer opportunities available. Volunteering is a great way to support the music you enjoy and a mission you can stand behind. More information on volunteering can be found [here](#).

Current Openings:

Board Member - Pittsburgh Community Broadcasting

Bookkeeper & Administrative Coordinator

Senior Reporter, Government (90.5 WESA)

Reporter & Producer, Government (90.5 WESA)

Please, no phone calls.

Pittsburgh Community Broadcasting Corporation is an Equal Opportunity Employer, and actively seeks diversity in the workforce.



Listen Live



COOL KIDS SONG SUGGESTIONS



Album of the Week



Brandi Carlile - *By the Way, I Forgive You*

ENJOY DISCOVERING NEW MUSIC ON 91.3? DONATE NOW – IT'S MUSIC MADE POSSIBLE BY YOU!



The Marcus King Band - *Ain't Nothing Wrong With That*

[CONTACT US »](#)
[SIGN UP FOR E-NEWS »](#)
[PRIVACY POLICY »](#)



BY YOU!

ENJOY DISCOVERING NEW MUSIC ON 91.3? DONATE NOW – IT'S MUSIC MADE POSSIBLE

[About Us](#) [Accessibility and ADA Compliance](#) [Annual Reports](#) [Board of Directors](#) [Contact Us](#) [History/Mission](#) [News](#)
[Employment](#) [Diversity](#) [Staff](#) [Public File for Pittsburgh Community Broadcasting Corporation](#)

NEW Pittsburgh Courier

315 E. CARSON STREET
PITTSBURGH, PA 15219

Phone (412)481-8302 Ext. 136

Tax I.D. 25-1181398

Invoice

Date	Invoice No.
2/21/2018	44596

Bill To

Pittsburgh Community Broadcasting Corp
Chris Capato, Director of
Finance & Administration
67 Bedford Square
Pgh., PA 15203

P.O. No.	Rep ID	Customer #
	CR	1815

Issue Date	Ad Type	Description	Depth (Ins)	Width (Cols)	Total Space	Rate	Amount
2/21/2018	CLASSIFI...	Bookkeeper & Administrative Coordinator	2.75	2	5.5	24.70	135.85

RECEIVED
FEB 23 2018
BY: *ae*

Invoice Total \$135.85

Detach and return bottom portion with remittance

Customer No.	1815
Pittsburgh Community Broadcasting Corp Chris Capato, Director of Finance & Administration 67 Bedford Square Pgh., PA 15203	

POSTED
223
ae

Invoice No.	44596
Rep ID	CR

SEND ALL REMITTANCE TO:
NEW PITTSBURGH COURIER
315 E. CARSON STREET
PITTSBURGH, PA 15219

Check No. _____
Credit Card Type Mastercard/Visa (circle one)
Credit Card No. _____
Exp. Date _____
Authorized Signature _____

Balance Due \$135.85

ALL PAYMENTS ARE DUE UPON RECEIPT
Please contact the Accounting Department for questions.

Overview Jobs Candidates Career Page

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Bookkeeper and Administrative Coordinator

Pittsburgh Community Broadcasting Corporation – Pittsburgh, PA

Sponsor this job

Views: 519

Candidates: 60

Status: Closed – open

Created: Mar 5 2018

View public job page

Clicks

Your job

Clicks this week

0

Sponsor Job for More Clicks



Promote this job for more candidates:

Share 0

Twitter

Square

Candidates

Awaiting Review

0

Total (excluding rejected)

0

60 Rejected

Job Description

Pittsburgh Community Broadcasting Corporation Job Posting

POSITION: Bookkeeper and Administrative Coordinator

STATUS: Full Time

REPORTS TO: Director, Finance and Administration

AVAILABLE: Immediately

The Opportunity - We are seeking an experienced bookkeeper and office administrator to help maintain accurate financial records as well as assist our Executive Management Team with general office administration functions as requested from time-to-time. This individual will have an appreciation for the mission and value of non-commercial, nonpartisan media, and a desire to play a role in delivering its value to the full diversity of the Pittsburgh community.

Job Responsibilities

Bookkeeping job duties include working closely with our Director, Finance and Administration to process accounts payable, account receivable, bank reconciliations and accurately record normal and routine financial transactions of our non-profit organization. Ultimately, the bookkeeper will assist the Director, Finance and Administration to improve the efficiency and accuracy of the organization's financial processing and reporting functions.

Office administration functions include providing general administrative support as requested by our Executive Management Team, including the CEO, Director of Human Resources and the Station Managers of WYEP and WESA.

Major areas of work will include:

- Record day-to-day financial transactions;
- Process accounts payable in a timely manner, weekly check issuance;
- Process accounts receivable in a timely manner;
- Record cash receipts and make bank deposits;
- Maintain petty cash fund;
- Reconcile bank accounts on a monthly basis;

- Maintain an orderly accounting filing system;
- Work with Shared Services internal departments to identify and record revenue properly;
- Purchase supplies and equipment as authorized by management;
- Monitor office supply levels and reorder as necessary;
- Receive and distribute incoming mail;
- Distribute employee paychecks and direct deposit notices;
- Assist collecting data for outside service partners, such as the auditor;
- Assist Director, Finance and Administrator in developing financial policies and procedures;
- Provide clerical and administrative support to management as requested.

This individual will report to the Director, Finance and Administration, where they will complete day-to-day bookkeeping functions. They will also work in collaboration with the Director, Finance and Administration to develop financial policies and procedures to improve efficiencies in and accuracy of financial processing and reporting.

This is a full-time position, and business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Longer hours, evenings and weekend work will occasionally be necessary.

Requirements/Qualifications:

Education and Experience

- Associates' degree or equivalent combination of education and experience, in accounting or business-related field;
- 5+ years of relevant experience;

Personal Characteristics

- Proven bookkeeping experience;
- Thorough knowledge of standard bookkeeping principles and practices;
- High degree of accuracy and attention to detail;
- Data entry skills along with a knack for numbers;
- Strong organizational skills, ability to meet deadlines, and attention to detail;
- Strong problem-solving and research skills;
- Outstanding communication and interpersonal skills;
- Proficient in MS Excel, Word, and Outlook;
- Proficiency in QuickBooks or similar software;
- Ability to work successfully in a creative, personality-driven industry;
- Proven success in a collegial and collaborative work setting;
- Enthusiasm for the missions of WYEP, WESA and PCBC;
- A track record of unquestionable honesty, integrity and commitment to service.

The Company

Pittsburgh Community Broadcasting Corporation (PCBC) is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania. Pittsburgh Community Broadcasting Corporation serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire, and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

90.5 WESA, was launched in 2011 (in partnership with the Pittsburgh philanthropic community) with an NPR News format, dedicated to informing people in ways that engage and inspire dialogue about global, national and community issues. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialog about community issues and stories".

91.3 WYEP was founded in 1974 as an all-volunteer community licensed radio station; it broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education".

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs.

Each week more than 200,000 Southwestern Pennsylvanians listen to Pittsburgh Community Broadcasting Corporation broadcasts, and tens of thousands more engage with our content through our websites and mobile digital services.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers compensation commensurate with experience and an excellent benefits package that includes medical and life insurances, paid medical leave, a 403(b) retirement plan with generous matching contributions, paid vacation and holidays and a workplace culture that is diverse, collaborative and progressive.

Applicants are invited to send a cover, resume, and three references by Friday, March 9, 2018. In your cover letter, be sure to tell us how you learned about this position, and include your current compensation level.

Please, no phone calls.

Pittsburgh Community Broadcasting Corporation is an Equal Opportunity Employer, and actively seeks diversity in its workforce.

Job Type: Full-time

Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Bookkeeping experience do you have?

(/cart/)

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My Account

- [Dashboard \(https://jobs.nonprofittalent.com/my-account/\)](https://jobs.nonprofittalent.com/my-account/) Order #8972 was placed on February 13, 2018 and is currently Completed.

Order details

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Product	Total
Employment - \$100 (Full-time, part-time, seasonal, hourly)	
(https://jobs.nonprofittalent.com/product/employment/) × 1	\$100.00
Job Listing: Bookkeeper and Administrative Coordinator	
Subtotal:	\$100.00
Payment method:	Credit Card
Total:	\$100.00
- [Addresses \(https://jobs.nonprofittalent.com/my-account/edit-address/\)](https://jobs.nonprofittalent.com/my-account/edit-address/)
- [Payment methods \(https://jobs.nonprofittalent.com/my-account/payment-methods/\)](https://jobs.nonprofittalent.com/my-account/payment-methods/)
- [Account details \(https://jobs.nonprofittalent.com/my-account/edit-account/\)](https://jobs.nonprofittalent.com/my-account/edit-account/)
- [Logout \(https://jobs.nonprofittalent.com/my-account/customer-logout/?_wpnonce=d186078d28\)](https://jobs.nonprofittalent.com/my-account/customer-logout/?_wpnonce=d186078d28)

Order again (https://jobs.nonproftalent.com/cart/?order_again=8972&_wpnonce=2995e9fbf4)

Billing address

Christopher Capato
Pittsburgh Community Broadcasting Corporation
609 Tripoli Street
Pittsburgh, PA 15212

 412-445-7473

 employment@wesa.fm

Newsletter Signup

<input type="text"/>	First Name *	<input type="text"/>	Last Name *
<input type="text"/>	Email Address *	<input type="text"/>	Email Address *
<input type="text"/>	State *	<input type="text"/>	State *
<input type="button" value="Submit >"/>			

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- [Technical Questions \(https://jobs.nonprofittalent.com/faqs/\)](https://jobs.nonprofittalent.com/faqs/)
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Checkout

Thank you. Your order has been received.

ORDER NUMBER:	DATE:	EMAIL:	TOTAL:
8972	February 13, 2018	employment@wesa.fm	\$100.00
PAYMENT METHOD:			
Credit Card			

Order details

Product**Total**

Product	Total
<u>Employment - \$100 (Full-time, part-time, seasonal, hourly)</u> <u>(https://jobs.nonproftalent.com/product/employment/) × 1</u>	\$100.00
Job Listing: Bookkeeper and Administrative Coordinator	
Subtotal:	\$100.00
Payment method:	Credit Card
Total:	\$100.00

Billing address

Christopher Capato
Pittsburgh Community Broadcasting Corporation
609 Tripoli Street
Pittsburgh, PA 15212

📞 412-445-7473

✉ employment@wesa.fm

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Exhibit 12

Director, Human Resources (3/20/2018)

Recruitment Source Documentation

- PCBC website
- Nextpittsburgh.com
- New Pittsburgh Courier
- Current
- Indeed
- Nonprofit Talent



Director, Human Resources and Organizational Development

By EBAISLEY · OCT 5, 2017

[Tweet \(https://web.archive.org/web/20171113203325/http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fycv7wd2e&text=Director%2C%20Human%20Resources%20and%20Organizational%20Development\)](https://web.archive.org/web/20171113203325/http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fycv7wd2e&text=Director%2C%20Human%20Resources%20and%20Organizational%20Development)

Pittsburgh Community Broadcasting Corporation Job Posting

POSITION: Director, Human Resources and Organizational Development

STATUS: Full Time

REPORTS TO: President and CEO

AVAILABLE: Immediately

The Opportunity

We are seeking an experienced Human Resources manager to oversee all of the HR functions of the organization, in accordance with the policies of Pittsburgh Community Broadcasting Corporation ("PCBC"), and consistent with all applicable laws and regulations.

This is more than just another HR job, and is very much a "hands-on" position. We seek to be an "Employer of Choice" in Pittsburgh and in our industry; to that end, we are seeking an individual who can manage the usual responsibilities of an HR Department, but who can also help define and lead our culture: employee-oriented and high performance, emphasizing creativity and collaboration, empowerment, quality of work, productivity, growth and personal satisfaction.

This individual will have an appreciation for the mission and value of non-commercial, nonpartisan media, and a desire to play a role in delivering its value to the full diversity of the Pittsburgh community.

Job Responsibilities



The Director, Human Resources is responsible for the overall provision of Human Resources and Organizational Development services, policies, and programs for the entire company. They are also responsible for the culture of the organization and the cultivation of a culture rooted in excellence, transparency, collaboration and respect.

13 Nov 2017 - 8 Feb 2018

13 (https://web.archive.org/web/20161113100000/http://wesa.fm/post/director-human-resources-and-organizational-development) 2016 2017 2018

Major areas of work will include:

- Maintaining and applying deep knowledge of HR policies, laws, regulations and issues;
- Employment law and regulatory compliance;
- Employee safety, welfare, wellness and health;
- Compensation and benefits administration;
- Developing policies and programs for effective management of the people resources of the organization, including programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development;
- Monitoring adherence to policies and legal standards;
- Maintain all required files and information systems;
- Solicit and maintain annual "Conflict of Interest" and "Payola/Plugola" affidavits from employees, volunteers and Board;
- Leading efforts to build an inclusive & diverse workplace;
- Recruiting and staffing;
- Employee orientation, development, and training;
- Performance management and improvement;
- Organizational development;
- Serve as key HR advisor to Executive Team;
- Employee communications;
- Consultation with Legal Counsel as required to anticipate & resolve litigation risks;
- Organizational and space planning.

This individual will report to the CEO and will serve on the Executive Leadership Team, where they will assist and advise on Human Resources issues. They will also be charged with leveraging their experience, knowledge and tools in a strategic way across the entire organization, assisting department heads in better understanding the organizational implications of their work, with an eye toward improvement of both performance and culture.

This is a full-time position, and business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Longer hours, evenings and weekend work will frequently be necessary.

Requirements/Qualifications:

Education and Experience

- Bachelors' degree or equivalent combination of education and experience, in human resources or business-related field;
- 5+ years of relevant experience;
- SHRM-SCP or similar certification is desirable.

- Personal Characteristics
- Thorough knowledge of human resource management principles and practices;

<http://www.pittsburghcommunitybroadcasting.com>

13
2016 2017 2018

- Outstanding communication and interpersonal skills;

- Business acumen, coupled with attention to the human element;
- Proven ability to drive company culture;
- Familiar with applicable laws, labor market, and wage/hour regulations;
- Proficient in MS Excel, Word, and Outlook;
- Excellent research and writing skills;
- Ability to maintain absolute confidentiality in all matters;
- Ability to successfully manage and lead staff;
- Ability to work successfully in a creative, personality-driven industry;
- Proven success in a collegial and collaborative work setting;
- Enthusiasm for the missions of WYEP, WESA and PCBC;
- A track record of unquestionable honesty, integrity and commitment to service.

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2 captures (<http://wesa.fm/post/director-human-resources-and-organizational-development>)

13 (https://web.archive.org/web/20171113203325/http://wesa.fm/post/director-human-resources-and-organizational-development)

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2016 2017 2018

About this capture

Applicants are invited to send a cover, resume, and three references to HRDirector@wesa.fm. In your cover letter, be sure to tell us how you learned about this position, and include your current compensation level.

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Pittsburgh Community Broadcasting Corporation is an Equal Opportunity Employer, and actively seeks diversity in its workforce.

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(<https://web.archive.org/web/20171113203325/https://www.instagram.com/905wesa>)

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[90.5 WESA Privacy & Terms of Use \(https://web.archive.org/web/20171113203325/http://wesa.fm/privacy-terms-use\)](https://web.archive.org/web/20171113203325/http://wesa.fm/privacy-terms-use)

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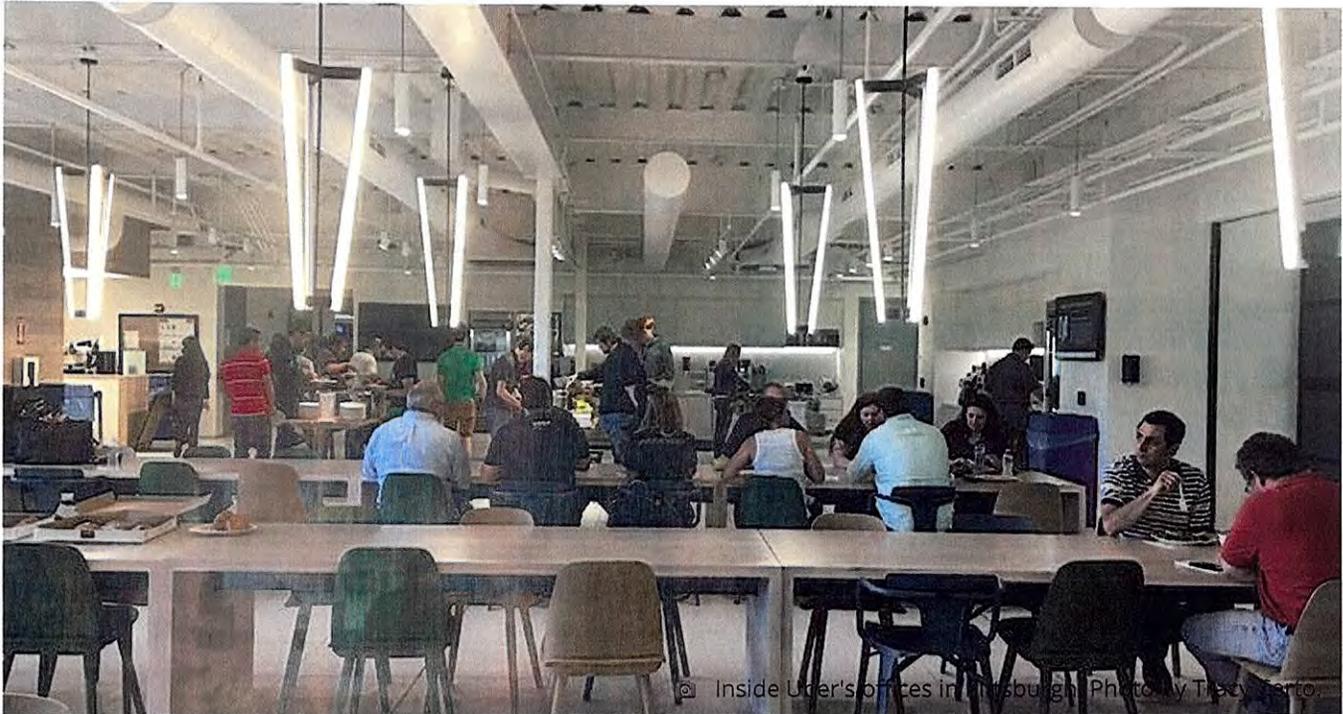
(https://web.archive.org/web/

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2016 2017 2018

About this capture

WHAT'S **NEXT** FOR PITTSBURGH? pittsburgh



Here are the Pittsburgh job openings you should know about — 10/12/17

📅 October 11, 2017
👤 Ali Trachta
📁 Jobs

Job hunting? Read on for the latest job postings in Pittsburgh and check back every Monday and Thursday for a new batch. Hiring? Fill out this form (<http://www.nextpittsburgh.com/job-posting-instructions/>) to guarantee your opportunity gets listed.

Business, Finance, Sales & Admin

Federated Investors is looking to hire an IT Business Systems Analyst (<https://imaginepittsburgh.com/job/?id=1943517>) with a bachelor's degree in computer science, information systems or business and three years of business or systems analysis experience.

PNC seeks a Senior Tax Specialist (<https://imaginepittsburgh.com/job/?id=1944225>) to contribute to organizational tax reporting, tax planning and compliance function. Three or more years of direct, relevant experience is required.

Workscope is seeking a sales professional (https://www.indeed.com/viewjob?t=new+business+development&jk=aed3411e8310818b&_ga=2.232511323.517942876.1507550982-252541875.1507550982) for its DIRT brand of sustainable pre-fabricated construction. Construction, design or architectural background is a plus for this disruptive approach to creating beautiful high-performance spaces.

IT, Engineering and Development

Buzzhoney has an opportunity for a Web Developer (<https://www.indeed.com/cmp/Buzzhoney/jobs/Web-Developer-4063396163228fb8>) to work in a fast-paced team environment. Utilizing best practices, this person will build and maintain responsive landing pages and consumer-facing websites for a healthcare organization.

Duquesne Light is hiring an Operations Support Analyst III (<https://imaginepittsburgh.com/job/?id=1944339>) to join its IT Operations team. The candidate must have five to seven years of experience in monitoring systems infrastructure for Distributed Systems.

Marketing and Communications

84 Lumber is looking for a Marketing Manager (<https://www.jobs.net/jobs/84-lumber/en-us/job/United-States/Marketing-Manager/J3N1W778MVXJ2VTBYK7/>) to develop and execute campaigns that create brand awareness and drive increased revenues for 84 Lumber in both the B2B and B2C spaces.

The University of Pittsburgh is seeking a Digital Communications Specialist (<https://www.pittsource.com/postings/146484>) who will be responsible for routine updates and improvements to written and photographic web content, links and search engine optimization.

Design

Chemistry is searching for a User Experience Designer (<https://www.linkedin.com/jobs/view/469271403/>) to join their team in Pittsburgh. This individual will support the User Experience team on a variety of digital projects with clients that range from leaders in financial services and health care to the arts and environmental sustainability.

Walnut Capital is looking for a Graphic Designer (<http://walnutcapital.com/company/employment-opportunities/>) who will be responsible for all corporate, residential and retail designs and create and maintain brand standards, among other duties.

Highmark is seeking a Senior Creative Design Analyst (<https://imaginepittsburgh.com/job/?id=1944882>) with five to 10 years of experience to produce advertisements, sales promotions, and public relations material for visual communications media.

FedEx wants to hire a Manhattan WMOS Design Specialist (<https://imaginepittsburgh.com/job/?id=1944357>) to provide support and implement business critical production environments. A bachelor's degree in related field and eight years of relevant experience is preferred.

Nonprofit

The Pittsburgh Community Broadcasting Corporation is seeking an experienced Director of Finance (<https://jobs.nonprofittalent.com/job/pittsburgh-community-broadcasting-corporation-pittsburgh-pa-38-director-finance/>) to oversee their finance, accounting and administrative functions. Reporting to the President and Chief Executive Officer, this individual will be the senior financial manager for our organization. They're also looking for a Director of Human Resources and Organizational Development (<https://jobs.nonprofittalent.com/job/pittsburgh-community-broadcasting-corporation-pittsburgh-pa-38-director-human-resources-and-organizational-development/>).

Persad Center, a human service organization whose mission is to improve the well-being of the LGBTQ communities and the HIV/AIDS communities, is seeking an Executive Director (<https://jobs.nonprofittalent.com/job/persad-center-pittsburgh-pa-38-persad-center-executive-director/>).

Reproductive justice organization New Voices Pittsburgh has two openings: Project Manager (<https://jobs.nonprofittalent.com/job/new-voices-pittsburgh-pittsburgh-38-project-manager/>) and Environmental Justice Coordinator (<https://jobs.nonprofittalent.com/job/new-voices-pittsburgh-pittsburgh-pennsylvania-38-environmental-justice-coordinator/>).

Culinary

The Wyndham Hotel Group is looking for a Junior Sous Chef (<https://www.linkedin.com/jobs/view/474842948/>) who will be responsible for preparing all food items, based on standardized recipes, for the restaurants, room service, employee cafeteria and banquets, while maintaining the highest standards to produce an appealing and appetizing product.

Other

Highmark Health is hiring a Technical Writer (https://highmarkhealth.wd1.myworkdayjobs.com/en-US/highmark/job/Pittsburgh-PA-Penn-Avenue-Place/Technical-Writer_J109674?source=Linkedin) who will write, format and maintain Administrative Policy and Procedure (instruction) manuals, how-to guides, quick reference guides, help files and FAQs.

CLASSIFIED

OCTOBER 18-24, 2017

www.newpittsburghcourier.com

OPPORTUNITIES

Help Wanted

SYSTEMS ANALYSIS CONSULTANT

Solutions Inc. seeks IT Analysis Consultant to work in Pittsburgh, PA & to work w/ app. developers, architects & members to understand systems that drive analysis quality business solutions. Also have any exp. w/ prof: COBOL (Common Integrated Language); DB2 CL (Job Control Language); Endeavor; & EDI - 834, 837, 270/271, 35. Apply at www.ith.org, keyword

APPLICATION DEVELOPER

Solutions Inc. seeks application developer to work in PA & to be responsible for designing, coding, implementing app. environment/limited supervision. exp. w/or knowledge of: JSP; Java/JavaScript; J2EE (Spring, Struts); REST Web Services; JNIX Shell Script; & file mgmt tools. Apply at www.highmarkhealth.org, J108718.

APPLICATION DEVELOPER

Solutions Inc. seeks Ar...

PIANIST/SINGER

Small Christian church, in Verona, PA. seeking a Pianist/Singer. If interested, please call Nita at (412) 793-3572.

SOUTH-FAYETTE TWP. SCHOOL DISTRICT

Substitute Teacher Positions
Substitute Nurse Positions
Substitute Paraeducator Positions
Positions available for all grade levels and areas of content. We encourage upcoming graduates and retirees (on emergency basis) to apply. Complete job descriptions are available at:

www.southfayette.org
South Fayette Twp. School District
3680 Old Oakdale Road
McDonald, PA 15057
EOE

SENIOR SYSTEMS ANALYST

HM Health Solutions Inc. seeks Sr. Systems Analyst in Pittsburgh, PA to provide app. development services in defined project. Specific duties incl. developing req'ts & supplemental specs for new apps &/or analyzing change/enhancement requests in existing apps. Apply at www.highmarkhealth.org, keyword J109271.

APPLICATION DEVELOPER

SONNY BOY

1	9	4
0	2	6
5	7	3



ANNOUNCEMENTS

Public Notice

ANNOUNCEMENTS

Public Notice

NOTICE OF PUBLIC HEARING

The Housing Authority of the City of Pittsburgh (the "Authority") will hold a public hearing on November 7, 2017, at 1:00 p.m., in the offices of the Authority, located at 200 Ross Street, 9th Floor, Pittsburgh, PA 15219, to discuss the issuance of tax-exempt revenue bonds (the "Bonds") to be used along with other available funds, for the following project (the "Project").

- A. Initial Owner: Addison Terrace Phase 4 L.P. (the "Borrower"). An affiliate of the Authority will have a membership interest in the Initial Owner.
- B. Maximum Principal Amount of Bonds: An amount not to exceed \$10,670,000 (exclusive of any original issue discount or original issue premium).

THE AND

The Pittsburgh Authority is conducting a public hearing on November 7, 2017, at 1:00 p.m. in the offices of the Authority, located at 200 Ross Street, 9th Floor, Pittsburgh, PA 15219, to discuss the issuance of tax-exempt revenue bonds (the "Bonds") to be used along with other available funds, for the following project (the "Project").

Apply at www.nighmarkhealth.org, keyword J108796.

APPLICATION DEVELOPER

IM Health Solutions Inc. seeks Application Developer to work in Pittsburgh, PA & to be responsible for analyzing, designing, coding, testing, & implementing app. enhancements w/no supervision. Must have 1+ yrs exp. w/or knowledge of: Informatica, IMS & DB2; Oracle & Teradata databases; Data Warehousing; Java/JavaScript Framework; JCL; & Waterfall or Agile. Apply www.highmarkhealth.org, keyword J108723.

MANAGER - EMPLOYEE RELATIONS

Authority is seeking a Manager - Employee Relations to be a representative in activities involved in contract interpretation and administration, grievance, discipline, mediation/arbitration cases with employees. Provides advice to managers, employees, and Employee Relations Representatives regarding the interpretation and implementation of various laws and agreements, including Port Authority's company policies and procedures affecting terms and conditions of employment. Oversees the administration of Family Medical Leave Act (FMLA), attendance tracking and unemployment compensation. Direct activities of Employee Relations staff members within assigned operating locations.

requirements include:
BS degree in Industrial Relations/Labor Relations, Human Resources Management, or related field from an accredited school.
Minimum of two (2) years supervisory experience.
Minimum of five (5) years experience in the area of employee/industrial relations, including a minimum of three (3) years in a unionized environment.
Knowledge of labor and employment laws.
Professional, effective and interpersonal communication skills.
Demonstrated ability in the use of Microsoft Word and Excel.

Additional organizational skills.
PA driver's license.
Preferred attributes:
General Human Resource experience.
Advanced knowledge of laws governing human resource functions.



Offer a comprehensive compensation and benefits package. Interested candidates should forward a letter (with salary requirements) and resume to:

Inez Colon
Employment Department
5 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
Colon@portauthority.org
EOE

Apply at www.highmarkhealth.org, keyword J108802.

Pittsburgh Community Broadcasting Corporation is an independent, locally owned, community-supported public media organization, and is home to Pittsburgh's NPR News station, **90.5 WESA**, and **91.3 WYEP**, home of Pittsburgh's Adult Alternative Music. We are seeking candidates to join our management team as our organization continues to grow:
• **Director of Finance**
• **Director of Human Resources & Organizational Development**

We are seeking experienced individuals with an appreciation for the mission and value of non-commercial, nonpartisan media, and a desire to play a role in delivering its value to the full diversity of the Pittsburgh community.
For more information on these positions please go to our Employment Webpage:

<http://wesa.fm/topic/905-wesa-employment-opportunities>
Please, no phone calls.
Pittsburgh Community Broadcasting Corporation is an Equal Opportunity Employer, and actively seeks diversity in its workforce.

OPEN YOUR HEART TO A SENIOR PROGRAM DIRECTOR United Way of Southwestern Pennsylvania

United Way of Southwestern Pennsylvania is seeking an individual to serve as our Open Your Heart to a Senior (OYHS) Program Director serving communities in Greater Greensburg and Alle-Kiski area of Westmoreland County. United Way of Southwestern PA operates OYHS, formerly Faith in Action, in conjunction with community, business and volunteer leaders. The purpose of OYHS is to provide free, non-medical support services, such as transportation, home safety checks, yard work, supportive visits and calls, for older adults by matching them with trained volunteers. Primary responsibilities for the Open Your Heart to a Senior Program Director include: recruiting, training and matching volunteers to older adults and working with local volunteer steering committees to assist with volunteer and program development. Promoting the program to older adults in the community and assessing their needs, fund raising to support the program delivery, administer the office operations and budget of the OYHS sites. Full-time position with benefits. Must have valid Driver's License and personal use of a car. Bachelor's degree in a human service field and/or equivalent experience.

Visit our website at <https://uws-wpa.org/careers/> to view job description and apply for this position. Submissions will only be accepted electronically.
The United Way of Southwestern Pennsylvania, is an equal opportunity employer committed to workplace diversity, serving Allegheny, Westmoreland, Fayette and South

opportunity to comment on the proposed project and the issuance by the Authority of its Bonds therefor. The meeting location is wheelchair accessible. If you need an accommodation due to a disability and want to attend this meeting, please call 412-456-5020, ext. 6035; TTY 412-201-5384. At least 48 hours in advance so arrangements can be made. This notice is published, and the public hearing is being held by and on behalf of the Authority as the issuer of the Bonds, as required by Section 147(f) of the Internal Revenue Code of 1986, as amended, and regulation promulgated thereunder.

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

ANNOUNCEMENTS

Public Notice

ATTENTION:

If you worked at Drava Engineering n/k/a Davy McKee Corp., Pittsburgh, PA, between 1970-1987, please contact Asbestos Investigator Sherry Day at (734) 878-5236 or email Sherry@SLDinvestigations.com.

LEGAL ADVERTISING

Legal Notices

Estate Notices

Letters have been granted on the estate of each of the following decedents to the personal representative named who request all persons having claims against the estate of the decedent to make known the same in writing to him or his attorney, and all persons indebted to the decedent to make payment to him without delay:

Estate of **LEONARD CERSOSIMO**, Deceased of 44 Harlem Avenue, McKees Rocks, PA 15136. Estate No. 02-17-5562. Ms. Tammy Ulizzi, 41 Ehle Avenue, Coraopolis, PA 15108, Administratrix c/o Max C. Feldman, Attorney At Law, 1322 Fifth Avenue, Coraopolis, PA 15108.

Estate of **NANCY LYTLE WILSON**, of Upper St. Clair, PA, No.: 02-17-05670, Mary E. Wilson and Hiram C. Wilson, Co-Executors, Mary E. Wilson, of 1209 Klockner Road, Apt. #7, Mercerville, NJ 08619. Hiram C. Wilson of 197 Seegar Road, Upper St. Clair, PA 15241. R.M. Entwisle, III, Atty., 125 1st Avenue, Pittsburgh, PA 15222.

Estate of **BONNIE M. WISNIOWSKI**, (deceased) of Pittsburgh, Allegheny County, No. 02-17-05224. Edward Wisniowski, Executor, 3726 McClure Avenue, Pittsburgh, PA 15212. Witherel & Associates, 966 Perry Highway, Pittsburgh, PA 15237

Estate of **SIMON LOUIS BROWER**, Deceased Pittsburgh, PA No. 04753 of 2017. Marlene Washington, Executrix, 116 Kennedy Avenue, Pittsburgh, PA 15214 or to Thelma C. Spells, Esquire Atty., 1533 Bidwell Street, Pittsburgh, PA 15233.

LEGAL ADVERTISING

Bids/Proposals

REQUEST FOR QUALIFICATIONS

The Allegheny County Department of Human Services (DHS) recently issued a Request for Qualifications (RFQ) for Data Visualization and Information Design Partners. Due Date: Ongoing
For more details and submission information, visit:

[www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx)

Marc Cherna
Director

LEGAL ADVERTISING

Bids/Proposals

PORT AUTHORITY OF ALLEGHENY COUNTY

Electronic Proposals will be received online at the Port Authority of Allegheny County's Ebusiness website (<http://ebusiness.portauthority.org>).

Proposals/bid submittals will be due **11:00 AM on November 9, 2017** and will be read at **11:15 AM**, the same day, at Port Authority's Heinz location (345 Sixth Avenue, Third Floor, Pittsburgh, Pennsylvania 15222-2527), for the following:

Electronic Proposal - Ebusiness website (<http://ebusiness.portauthority.org>)

B170853A Secondary Air Suspension Springs

No bidder may withdraw a submitted Proposal for a period of 75 days after the scheduled time for opening of the sealed bids.

A Pre-Bid Conference will be held on each of the above items at **10:00AM October 25, 2017** at Port Authority's Heinz location (345 Sixth Avenue, Third Floor, Pittsburgh, PA). Attendance at this meeting is not mandatory, but is strongly encouraged. **Questions regarding any of the above bids will not be entertained by the Port Authority within 48 hours of the scheduled bid opening.**

These contracts may be subject to a financial assistance contract between Port Authority of Allegheny County and the United States Department of Transportation. The Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

Contractor is responsible for expenses related to acquiring a performance bond and insurance where applicable. All items are to be FOB delivered unless otherwise specified. Costs for delivery, bond, and insurance shall be included in bidder's proposal pricing.

Port Authority of Allegheny County hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. The Board of Port Authority reserves the right to reject any or all bids.

NEW Pittsburgh Courier

Invoice

315 E. CARSON STREET
PITTSBURGH, PA 15219

Phone (412)481-8302 Ext. 136

Tax I.D. 25-1181398

Date	Invoice No.
10/18/2017	44297

oe
10/20/17

RECEIVED OCT 20 2017

Bill To

91.3fm WYEP/90.5fm WESA
Terry O'Reilly
67 Bedford Square
Pgh., PA 15203

P.O. No.	Rep ID	Customer #
	CR	1815

Issue Date	Ad Type	Description	Depth (Ins)	Width (Cols)	Total Space	Rate	Amount
10/18/2017	CLASSIFI...	Director of Finance/Director of Human Resources	4	2	8	24.70	197.60
Invoice Total							\$197.60

Detach and return bottom portion with remittance

Customer No.	1815
91.3fm WYEP/90.5fm WESA Terry O'Reilly 67 Bedford Square Pgh., PA 15203	

Invoice No.	44297
Rep ID	CR

SEND ALL REMITTANCE TO:
NEW PITTSBURGH COURIER
315 E. CARSON STREET
PITTSBURGH, PA 15219

Check No. _____
Credit Card Type Mastercard/Visa (circle one)
Credit Card No. _____
Exp. Date _____
Authorized Signature _____

POSTED *10-23*
oe

Balance Due	\$197.60
--------------------	-----------------

ALL PAYMENTS ARE DUE UPON RECEIPT
Please contact the Accounting Department for questions.



YourMembership.com, Inc
541 Eastern Point Road
Suite 3
Groton, CT 06340
Tel. 860-437-5700

RECEIPT

PURCHASER INFO
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, Pennsylvania 15203
United States
Attn: Terry O'Reilly

ORDER #	R31068799
DATE	10/10/17
IO / PO #	--
AMOUNT PAID	USD 305.15
PURCHASED BY	
Terry O'Reilly 4126972952 toreilly@wesa.fm	

PRODUCT	DESCRIPTION	AMOUNT
Make Your Job One of the First Seen by Job Seekers for 30 Days Job Posting - Web	Current.org (paid - creditcard) Job ID: 37459031 Job Name: Director of HR Job Title: Director, Human Resources and Organizational Development	USD 305.15

SUBTOTAL	USD 305.15
TAXES	USD 0.00
TOTAL PAID	USD 305.15
AMOUNT DUE	USD 0.00

(https://adserver.adtechus.com/?adlink/5277/4424761/0/225/AdId=-3;BnId=0;itime=819036394;key=key1%2Bkey2%2Bkey3%2Bkey4;)



(http://www.current.org)

EMPLOYERS

JOB SEEKERS

SIGN-IN OR CREATE ACCOUNT

Current.org

Enter Keyword or Job Title

All States



Career Center Home (http://jobs.current.org)

Search Jobs (/jobseeker/search/results/?utm_campaign=recent%2Djobs%2Dwidget&utm_medium=widget&utm_source=current%2Eorg)

Director, Human Resources and Organizational Development



(/jobseeker/company/1261121/pittsburgh-community-broadcasting-corporation?job=37459031)

Pittsburgh Community Corporation
(/jobseeker/company/community-broadcasting-corporation?job=37459031)

Director, Human Resources and Organizational Development

Apply Now

Print Save Share
Call (tel:4126972952)

Description

We are seeking an experienced Human Resources manager to oversee all of the HR functions of the organization, in accordance with the policies of Pittsburgh Community Broadcasting Corporation ("PCBC"), and consistent with all applicable laws and regulations.

This is more than just another HR job, and *is very much a "hands-on" position*. We seek to be an "Employer of Choice" in Pittsburgh and in our industry; to that end, we are seeking an individual who can manage the usual responsibilities of an HR Department, but who can also help define and lead our culture: employee-oriented and high performance, emphasizing creativity and collaboration, empowerment, quality of work, productivity, growth and personal satisfaction.

This individual will have an appreciation for the mission and value of non-commercial, nonpartisan media, and a desire to play a role in delivering its value to the full diversity of the Pittsburgh community.

Job Information

Location:

Pittsburgh, Pennsylvania, 15203, United States

Job ID:

37459031

Posted:

October 10, 2017

Position Title:

Director, Human Resources and Organizational Development

Company Name:

Pittsburgh Community Broadcasting Corporation

Industry:

Public Radio

Job Function:

Management/ Finance

Job Type:

Job Responsibilities

The Director, Human Resources is responsible for the overall provision of Human Resources and Organizational Development services, policies, and programs for the entire company. They are also responsible for the culture of the organization, and the cultivation of a culture rooted in excellence, creativity, transparency, collaboration and respect.

Major areas of work will include:

- Maintaining and applying deep knowledge of HR policies, laws, regulations and issues;
- Employment law and regulatory compliance;
- Employee safety, welfare, wellness and health;
- Compensation and benefits administration;
- Developing policies and programs for effective management of the people resources of the organization, including programs for employee relations, affirmative action, sexual harassment, employee complaints, external education and career development;
- Monitoring adherence to policies and legal standards;
- Maintain all required files and information systems;
- Solicit and maintain annual "Conflict of Interest" and "Payola/Plugola" affidavits from employees, volunteers and Board;
- Leading efforts to build an inclusive & diverse workplace;
- Recruiting and staffing;
- Employee orientation, development, and training;
- Performance management (<https://www.thebalance.com/performance-management-1918226>) and improvement;
- Organizational development;
- Serve as key HR advisor to Executive Team;
- Employee communications;
- Consultation with Legal Counsel as required to anticipate & resolve litigation risks;
- Organizational and space planning.

This individual will report to the CEO and will serve on the Executive Leadership Team, where they will assist and advise on Human Resources issues. They will also be charged with leveraging their experience, knowledge and tools in a strategic way across the entire organization, assisting department heads in better understanding the organizational implications of their work, with an eye toward improvement of both performance and culture.

This is a full-time position, and business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Longer hours, evenings and weekend work will frequently be necessary.

Full-Time

Job Duration:
Indefinite

Min Education:
BA/BS/Undergraduate

Min Experience:
5-7 Years

Required Travel:
0-10%

Requirements

Education and Experience

- Bachelors' degree or equivalent combination of education and experience, in human resources or business-related field;
- 5+ years of relevant experience;
- SHRM-SCP or similar certification is desirable.

Personal Characteristics

- Thorough knowledge of human resource management principles and practices;
- Strong organizational skills, ability to meet deadlines, and attention to detail;
- Strong problem-solving and research skills;
- Outstanding communication and interpersonal skills;
- Business acumen, coupled with attention to the human element;
- Proven ability to drive company culture;
- Familiar with applicable laws, labor market, and wage/hour regulations;

- Proficient in MS Excel, Word, and Outlook;
- Excellent research and writing skills;
- Ability to maintain absolute confidentiality in all matters;
- Ability to successfully manage and lead staff;
- Ability to work successfully in a creative, personality-driven industry;
- Proven success in a collegial and collaborative work setting;
- Enthusiasm for the missions of WYEP, WESA and PCBC;
- A track record of unquestionable honesty, integrity and commitment to service. ?

The Company

Pittsburgh Community Broadcasting Corporation (PCBC) is an independent, locally owned community-supported public media organization. PCBC is home to Pittsburgh's NPR News station, 90.5 WESA, and 91.3 WYEP, serving Pittsburgh and the surrounding communities of Western Pennsylvania.

Pittsburgh Community Broadcasting Corporation serves the more than 2 million residents of Pittsburgh and its surrounding communities by leveraging the power of media to inform, inspire, and entertain. We engage audiences and cultivate conversations that strengthen, enrich and improve the communities we serve.

- **90.5 WESA**, was launched in 2011 (in partnership with the Pittsburgh

philanthropic community) with an NPR News format, dedicated to informing people in ways that engage and inspire dialogue about global, national and community issues. Its stated mission is "to work for the public to inform people in ways that engage and inspire them to create dialog about community issues and stories".

- **91.3 WYEP** was founded in 1974 as an all-volunteer community licensed radio station; it broadcasts a diverse offering of adult alternative music, provides community education programs, and presents a large number of highly visible events and concerts in the region. Its mission is to "enrich the community through musical discovery, expression and education".

In addition to radio programming, both stations play an active role in engaging the community through online and mobile services and in-person events, and have a prominent voice in Pittsburgh's civic and cultural affairs.

Each week more than 200,000 Southwestern Pennsylvanians listen to Pittsburgh Community Broadcasting Corporation broadcasts, and tens of thousands more engage with our content through our websites and mobile digital services.

Benefits and More

Pittsburgh Community Broadcasting Corporation offers compensation commensurate with experience and an excellent benefits package that includes medical and life insurances, paid medical leave, a 403(b) retirement plan with generous matching contributions, paid vacation and holidays and a workplace culture that is diverse, collaborative and progressive.

Applicants are invited to send a cover, resume, and three references to HRDirector@wesa.fm. In your cover letter, be sure to tell us how you learned about this position, and include your current compensation level. ?

Please, no phone calls.?

Pittsburgh Community Broadcasting Corporation is an Equal Opportunity Employer, and actively seeks diversity in its workforce. ?

About Pittsburgh Community Broadcasting Corporation ([/jobseeker/company/1261121/pittsburgh-community-broadcasting-corporation?job=37459031](https://www.current.org/jobseeker/company/1261121/pittsburgh-community-broadcasting-corporation?job=37459031))

[/Users/terryoreilly/Desktop/LOGOS/90.5 91.3 paired vertical.jpg](#)

Contact:Terry O'Reilly

More Jobs from Pittsburgh Community Broadcasting Corporation

(/jobseeker/company/1261121/pittsburgh-community-broadcasting-corporation?job=37459031)

Jobs You May Like

Director of Finance (/job/director-of-finance/37450005/)

Pittsburgh Community... Pittsburgh, PA, United States

Director, Distribution Services (/job/director-distribution-services/37471087/)

American Public Television Boston, MA, United States

Operations/Program Manager (/job/operationsprogram-manager/37449906/)

Aspen Public Radio Aspen, CO, United States

Senior Vice President, Development (/job/senior-vice-president-development/37393004/)

WNED | WBFO Buffalo, NY, United States

(https://adserver.adtechus.com/?adlink/5277/4424760/0/225/AdId=-3;BnId=0;itime=819036589;key=key1%2Bkey2%2Bkey3%2Bkey4;)



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6930 Carroll Avenue, Suite 625 Takoma Park, Maryland 20912 (513) 646-7620



(http://twitter.com/CurrentOrg)

FW: Closed job confirmation and performance summary

Julie Upvall <jupvall@wesa.fm>

Mon 10/16/2017 9:14 AM

To: Amy Esposito <amyesposito@wyep.org>;

Julie Upvall

Interim Director of Finance
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
(p)412.697.2923 (f)412.381.9126



cid:image003.jpg@01D29988.B6FA88C0

From: no-reply@indeed.com [mailto:no-reply@indeed.com]
Sent: Friday, October 13, 2017 8:06 PM
To: Julie Upvall <jupvall@wesa.fm>
Subject: Closed job confirmation and performance summary

indeed

Closed Job Summary

This email is to confirm recent closed job action in your account. Thank you for using Indeed for your recruiting needs.

Here is a summary of your sponsorship costs and application volume:

Job Performance Detail

Job Title	Job Location	Applies	Cost
Director, Human Resources and Organizational Development	Pittsburgh, PA	63	\$69.78

Director, Finance	Pittsburgh, PA	32	\$63.21
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Total Cost: \$132.99

Please note that depending on your billing schedule, the amount charged to your credit card on file may be lower than the amount shown here, with the remainder billed the following month. Feel free to contact our Client Services team at 1-800-785-9975 with questions or feedback about your experience.

Thanks again for making Indeed a partner in your hiring efforts.

Sincerely,
The Indeed Team

Indeed.com - one search, all jobs. | 6433 Champion Grandview Way, Building 1, Austin, TX 78750

Julie Upvall

From: Nonprofit Talent | Job Board <info@nonprofittalent.com>
Sent: Monday, October 09, 2017 2:43 PM
To: Julie Upvall
Subject: Your Nonprofit Talent order receipt from October 9, 2017



*OK
Au
10/9/17*

Thank you for your order

Your order has been received and is now being processed. Your order details are shown below for your reference:

Order #7298

Product	Quantity	Price
Employment - \$100 (Full-time, part-time, seasonal, hourly)	1	\$100.00
Subtotal:		\$100.00
Payment method:		Credit card (Stripe)
Total:		\$100.00

*10.9
ae*

Customer details

- Email address: jupvall@wesa.fm

- Phone: 4126972923

Billing address

Julie Upvall
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203

Nonprofit Talent | Job Board

Member Services Manager - Jan. 2018
Bookkeeper - Feb. 2018
Government Editor - Jan. 2018

I understand that this is a large request and I appreciate any help you can provide.

Thank you,

Courtnae Turko, SHRM-SCP
Vice President, Human Resources & Organizational Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
412-315-6771



From: Mah, Carole [<mailto:cmah@cpb.org>]
Sent: Tuesday, March 26, 2019 2:44 PM
To: Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>
Subject: RE: job posting assistance

PS, just as an advance measure since you said you have more 2018 ones, here is a list of the other ones that closed in 2018 that Tara Lazur posted, whose old data I found on the old testing server,

title updated	created	
90.5 WESA: Reporter / Government & Law 02-21 19:52:55	2017-07-27 17:36:14	2018-
90.5 WESA: Science, Health & Technology Reporter 02-21 19:52:55	2017-07-27 17:43:28	2018-
90.5 WESA: Content Producer (Part-time/Temporary) 02-21 19:52:55	2017-07-27 17:48:10	2018-
90.5 WESA: Reporter / State Impact Pennsylvania 02-21 19:52:55	2017-09-23 12:31:23	2018-
Director, Finance 21 19:52:55	2017-10-10 15:21:54	2018-02-
Director, Human Resources and Organizational Development 02-21 19:52:55	2017-10-10 15:35:08	2018-
Director, Human Resources and Organizational Development 02-21 19:52:55	2017-10-10 15:51:46	2018-

Carole Mah | 202.879.9686 | cmah@cpb.org
Web Developer | CPB
401 Ninth Street, NW | Washington, DC 20004-2129

From: Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>
Sent: Tuesday, March 26, 2019 1:57 PM
To: Mah, Carole <cmah@cpb.org>
Subject: job posting assistance

Hi Carole,

Exhibit 13

Member Services Manager (3/5/2018)

Recruitment Source Documentation

- PCBC website
- PRADO
- Greater Public
- Nonprofit Talent
- Association of Fundraising Professionals

(/)



[View \(/post/pcbc-seeks-member-services-manager\)](#)

[Edit \(/node/99940/edit\)](#)

UNPUBLISHED

PCBC Seeks Member Services Manager

By EBAISLEY • JAN 4, 2018

[Share \(http://facebook.com/sharer.php?\)](#)

[u=http%3A%2F%2Fwww.tinyurl.com%2Fy5l6u9se&t=PCBC%20Seeks%20Member%20Services%20Manager](http://www.tinyurl.com/2Fy5l6u9se&t=PCBC%20Seeks%20Member%20Services%20Manager)

[Tweet \(http://twitter.com/intent/tweet?\)](#)

[url=http%3A%2F%2Fwww.tinyurl.com%2Fy5l6u9se&text=PCBC%20Seeks%20Member%20Services%20Manager](http://www.tinyurl.com/2Fy5l6u9se&text=PCBC%20Seeks%20Member%20Services%20Manager)

[Email \(mailto:?\)](#)

[subject=PCBC%20Seeks%20Member%20Services%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy5l6u9se](#)



Job Description: Member Services Manager

Status: Full-time exempt

Reports to: Director of Development

[Click here for full job description \(.pdf\).](#)

http://mediad.publicbroadcasting.net/p/wesa/files/styles/x_large/public/201801/stack_2.jpg

http://mediad.publicbroadcasting.net/p/wesa/files/201801/member_services_manager_new.pdf?_ga=2.33231678.1215480540.1515000457-814351741.1512132553

POSITION SUMMARY

The member services manager oversees all donor relations maintenance for sister stations WESA and WYEP and works to ensure a positive, long-term relationship through stewardship and customer service.

POSITION OVERVIEW

The member services manager oversees all stewardship and donor cultivation efforts of the membership department. S/he manages the sustaining member program, which represents almost half of the donor base. S/he is responsible for addressing all member communications, including phone, email and paper mail. S/he ensures prompt acknowledgments for all gifts and timely distribution of thank-you gifts and implementation of all member benefit. S/he plays a key role in donor satisfaction and retention.

ESSENTIAL DUTIES & RESPONSIBILITIES

Donor Relations

- Daily: handle all donor correspondence and distribute comments/concerns to appropriate departments as needed. Respond in a timely manner and note member records accordingly. Work to ensure effective and long-term problem resolution.
- Take phone donations and monitor donation email confirmations to address any concerns that appear in the “comments” field of online gifts.
- Weekly (minimum): process all donor thank-you letters to ensure timely acknowledgment of gifts via mail merge. Update letters as necessary and coordinate all messaging appropriately.
- Monthly (minimum): process all thank-you gifts, maintain inventory and recommend new orders as needed.
- Develop and implement “new member welcome” strategies.
- Coordinate day sponsorship program, including scheduling and messaging

Sustaining Members

- Serve as primary contact person for sustaining members.
- Oversee credit card recapture process, including mailings, phone calls and email strategies.
- Coordinate seasonal sustainer cultivation efforts, including thank-you gift offers and upgrade asks.
- Research and make recommendations to continually improve the sustaining member program.

Member Events

- Coordinate Live & Direct sessions with programming staff, creating member emails, creating reservation pages, conducting lottery as necessary and communicating with members.
- Coordinate other member benefit events as opportunities arise, including member presale opportunities, member shows, etc. Coordinate with marketing and web staff as needed

General Duties

- Monthly: generate and mail monthly reminders for open pledges.
- Generate and arrange mailing of yearly tax receipts.
- Monitor postage accounts, stationery inventory, order department supplies.
- Assist with gift processing as needed, including entering checks, verifying and uploading web gifts.
- Work closely with fellow development team members to ensure success of overall department goals, long-term growth and donor retention
- Attend and participate in weekly team meetings and other meetings as directed
- Represent stations at events as needed
- Other duties as assigned

Required skills and experience:

- College degree or equivalent experience.
- Excellent customer service skills with a minimum of five years' experience
- Database management experience.
- Highly organized self-starter with strong time management skills and excellent attention to detail.
- Ability to take direction as well as be an enthusiastic team player
- Excellent interpersonal skills; must be comfortable interacting with constituents in person and on the phone
- Self-starter with strong analytical and problem-solving skills
- Ability to manage multiple projects at once and meet deadlines as required
- Strong working knowledge of Microsoft Office
- Excellent communication skills, both written and verbal
- Ability and willingness to work occasional evenings and weekends, with some long days required during peak fundraising times
- Strong judgement, sense of ethics, integrity and accountability
- Passion for and knowledge of public media and its mission

Pittsburgh Community Broadcasting Corporation offers:

Salary commensurate with experience and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and progressive.

For consideration, please submit cover letter, resume, and at least three references to m_mgr@wesa.fm (mailto:m_mgr@wesa.fm). In your response, let us know how you heard about the position.

Please, no phone calls.

PCBC is an Equal Opportunity Employer, and actively seeks diversity in the workforce.

 [Share \(http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fy5l6u9se&t=PCBC%20Seeks%20Member%20Services%20Manager\)](http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fy5l6u9se&t=PCBC%20Seeks%20Member%20Services%20Manager)

 [Tweet \(http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fy5l6u9se&text=PCBC%20Seeks%20Member%20Services%20Manager\)](http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fy5l6u9se&text=PCBC%20Seeks%20Member%20Services%20Manager)

 [Email \(mailto:?\)](mailto:?subject=PCBC%20Seeks%20Member%20Services%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy5l6u9se)

(<https://www.facebook.com/905wesa/>)

(<https://twitter.com/905wesa>)

(<https://www.instagram.com/905wesa>)

[About 90.5 WESA \(/about-us\)](#)

[WESA Staff \(/people/capacity/staff\)](#)

[Contact Us \(/contact-us\)](#)

[eNewsletter Signup \(http://eepurl.com/gj64bv\)](http://eepurl.com/gj64bv)

[Community Calendar \(/community-calendar\)](#)

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[Help with Streaming \(/post/having-problems-our-stream\)](#)

[90.5 WESA Privacy & Terms of Use \(/privacy-terms-use\)](#)

[About Pittsburgh Community Broadcasting \(http://pittsburghcommunitybroadcasting.org/\)](http://pittsburghcommunitybroadcasting.org/)

[Public File for Pittsburgh Community Broadcasting Corporation \(https://publicfiles.fcc.gov/\)](https://publicfiles.fcc.gov/)

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PRADO Archives

PRADO@LISTSERV.SYR.EDU

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By Topic: [First | Previous | Next | Last]
By Author: [First | Previous | Next | Last]
Font: Proportional Font

- LISTSERV Archives
- PRADO Home
- PRADO January 2018

Subject: JOBS: Pittsburgh Community Broadcasting is growing...and hiring! Reply
From: Nancy Wood <nancy@WYEP.ORG>
Reply-To: Nancy Wood <nancy@WYEP.ORG>
Date: Thu, 4 Jan 2018 21:53:22 +0000
Content-Type: text/plain

Parts/Attachments: text/plain (24 lines)

Hi all,

It's an exciting time at Pittsburgh Community Broadcasting! Pittsburgh is a dynamic, exciting city that is landing on more and more "best places to live" lists each and every year... and I'd like to think that in addition to the great arts, education and sports scenes, having three fabulous public radio stations helps make it so!

And you could come work for TWO of them! :) 90.5 WESA is Pittsburgh's NPR News station, and 91.3 WYEP serves up a fantastic mix of AAA music.

Our development team is evolving and revenue is only hindered by the list of "things we can't get to." If you're looking to make a change and join a new organization that is both fun and full of potential, than check us out.

We're hiring two positions:

A Member Services Manager, who will oversee all donor relations maintenance for sister stations WESA and WYEP and works to ensure a positive, long-term relationship through stewardship and customer service.

An Individual Giving Manager, who will develop and implement listener-generated fundraising strategies to ensure continued revenue growth and long-term financial stability at Pittsburgh Community Broadcasting Corporation.

Full descriptions can be found at both websites: <http://wyep.org/about/employment> or <http://wesa.fm/topic/905-wesa-employment-opportunities>

~~~~~  
 Nancy L. Wood, Director of Development  
 Pittsburgh Community Broadcasting  
 67 Bedford Square; Pittsburgh, PA 15203  
 [o] 412.697.2924 [f] 412.381.9126  
[www.wyep.org](http://www.wyep.org)<<http://www.wyep.org/>> [www.wesa.fm](http://www.wesa.fm)<<http://www.wesa.fm/>>

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  - January 2019
  - December 2018
  - November 2018
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  - July 2018
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  - May 2018
  - April 2018
  - March 2018
  - February 2018
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  - October 2017
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  - July 2017
  - June 2017
  - May 2017
  - April 2017
  - March 2017
  - February 2017
  - January 2017
  - December 2016
  - November 2016
  - October 2016
  - September 2016

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PUBLIC**



Helping Public Media Succeed

[\(https://www.greaterpublic.org/\)](https://www.greaterpublic.org/)

---

## Member Services Manager

Pittsburgh Community Broadcasting  
Pittsburgh , PA

**Application Deadline: Wednesday, Feb 28, 2018**

### DESCRIPTION

#### Position Summary

The member-services manager oversees all donor relations maintenance for sister stations WESA and WYEP and works to ensure a positive, long-term relationship through stewardship and customer service.

#### Position Overview

The member-services manager oversees all stewardship and donor cultivation efforts of the membership department. S/he manages the sustaining member program, which represents almost half of the donor base. S/he is responsible for addressing all member communications, including phone, email and paper mail. S/he ensures prompt acknowledgments for all gifts and timely distribution of thank-you gifts and implementation of all member benefit. S/he plays a key role in donor satisfaction and retention.

## **Essential Duties and Responsibilities**

### **Donor Relations**

- Daily: handle all donor correspondence and distribute comments/concerns to appropriate departments as needed. Respond in a timely manner and note member records accordingly. Work to ensure effective and long-term problem resolution
- Take phone donations and monitor donation email confirmations to address any concerns that appear in the "comments" field of online gifts
- Weekly (minimum): process all donor thank-you letters to ensure timely acknowledgment of gifts via mail merge. Update letters as necessary and coordinate all messaging appropriately
- Monthly (minimum): process all thank-you gifts, maintain inventory and recommend new orders as needed.
- Develop and implement "new member welcome" strategies
- Coordinate day sponsorship program, including scheduling and messaging

### **Sustaining Members**

- Serve as primary contact person for sustaining members
- Oversee credit card recapture process, including mailings, phone calls and email strategies
- Coordinate seasonal sustainer cultivation efforts, including thank-you gift offers and upgrade asks
- Research and make recommendations to continually improve the sustaining member program

### **Member Events**

- Coordinate Live & Direct sessions with programming staff, creating member emails, creating reservation pages, conducting lottery as necessary and communicating with members

- Coordinate other member benefit events as opportunities arise, including member presale opportunities, member shows, etc. Coordinate with marketing and web staff as needed

#### **General Duties**

- Monthly: generate and mail monthly reminders for open pledges
- Generate and arrange mailing of yearly tax receipts
- Monitor postage accounts, stationery inventory, order department supplies
- Assist with gift processing as needed, including entering checks, verifying and uploading web gifts
- Work closely with fellow development team members to ensure success of overall department goals, long-term growth and donor retention
- Attend and participate in weekly team meetings and other meetings as directed
- Represent stations at events as needed
- Other duties as assigned

#### **Required skills and experience:**

College degree or equivalent experience.

- Excellent customer service skills with a minimum of five years' experience
- Database management experience
- Highly organized self-starter with strong time management skills and excellent attention to detail
- Ability to take direction as well as be an enthusiastic team player
- Excellent interpersonal skills; must be comfortable interacting with constituents in person and on the phone
- Self-starter with strong analytical and problem-solving skills
- Ability to manage multiple projects at once and meet deadlines as required
- Strong working knowledge of Microsoft Office

- Excellent communication skills, both written and verbal
- Ability and willingness to work occasional evenings and weekends, with some long days required during peak fundraising times
- Strong judgement, sense of ethics, integrity and accountability
- Passion for and knowledge of public media and its mission strongly desired

**Pittsburgh Community Broadcasting Corporation offers:**

Salary commensurate with experience and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and progressive. **For consideration, please submit cover letter, resume, and at least three references to [m\\_mgr@wesa.fm](mailto:m_mgr@wesa.fm) (*mailto:m\_mgr@wesa.fm*).**

In your response, let us know how you heard about the position.

Please, no phone calls. PCBC is an Equal Opportunity Employer, and actively seeks diversity in the workforce.

**FOR ADDITIONAL INFORMATION ABOUT THIS POSITION, PLEASE CONTACT:**

**Nancy Wood**

☎ 412-697-2924

✉ [nancy@wyep.org](mailto:nancy@wyep.org) (*mailto:nancy@wyep.org*)

🌐 <http://wesa.fm/post/pcbc-seeks-member-services-manager> (*http://wesa.fm/post/pcbc-seeks-member-services-manager*)

**GREATER PUBLIC**

401 North 3rd Street, Suite 601  
Minneapolis, MN 55401



**Job Description: Member Services Manager**

**Status : Full-time exempt**

**Reports to: Director of Development**

---

### **Position Summary**

The member services manager oversees all donor relations maintenance for sister stations WESA and WYEP and works to ensure a positive, long-term relationship through stewardship and customer service.

### **Position Overview**

The member services manager oversees all stewardship and donor cultivation efforts of the membership department. S/he manages the sustaining member program, which represents almost half of the donor base. S/he is responsible for addressing all member communications, including phone, email and paper mail. S/he ensures prompt acknowledgments for all gifts and timely distribution of thank-you gifts and implementation of all member benefit. S/he plays a key role in donor satisfaction and retention.

### **Essential Duties and Responsibilities**

#### **Donor Relations**

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### General Duties

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- Represent stations at events as needed
- Other duties as assigned

### Required skills and experience:

- College degree or equivalent experience.
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- Ability to take direction as well as be an enthusiastic team player.
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- Self-starter with strong analytical and problem-solving skills.
- Ability to manage multiple projects at once and meet deadlines as required.
- Strong working knowledge of Microsoft Office.
- Excellent communication skills, both written and verbal.
- Ability and willingness to work occasional evenings and weekends, with some long days required during peak fundraising times.
- Strong judgement, sense of ethics, integrity and accountability.
- Passion for and knowledge of public media and its mission.

### **Pittsburgh Community Broadcasting Corporation offers:**

Salary commensurate with experience and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and progressive. **For consideration, please submit cover letter, resume, and at least three references to [msmgr@wesa.fm](mailto:msmgr@wesa.fm).**

In your response, let us know how you heard about the position.

Please, no phone calls.

PCBC is an Equal Opportunity Employer, and actively seeks diversity in the workforce.

## Nancy Wood

---

**From:** Leah Manners <lmanners@greaterpublic.org>  
**Sent:** Monday, April 01, 2019 2:41 PM  
**To:** Nancy Wood  
**Subject:** Re: Job postings  
**Attachments:** Individual Giving Manager - Greater Public (3).pdf; Individual Giving Manager - Greater Public.pdf; Individual Giving Manager - Greater Public (1).pdf; Individual Giving Manager - Greater Public (2).pdf; Member Services Manager - Greater Public.pdf

No problem. They all should be attached. Let me know if you need anything further!

Leah

--  
**Leah Manners**, Member Outreach Manager, Greater Public  
(612)548-3374

On Mon, Apr 1, 2019 at 1:25 PM Nancy Wood <[nwood@wesa.fm](mailto:nwood@wesa.fm)> wrote:

PDFs are perfect. And every posting is great, thanks!

**From:** Leah Manners [<mailto:lmanners@greaterpublic.org>]  
**Sent:** Monday, April 01, 2019 2:21 PM  
**To:** Nancy Wood  
**Subject:** Re: Job postings

No problem! Screenshots would be touch because they are long, but I can send PDFs, does that work? And, do you need every posting, or just one of each of the two jobs?

Leah

--

**Leah Manners**, Member Outreach Manager, Greater Public

(612)548-3374

On Mon, Apr 1, 2019 at 1:17 PM Nancy Wood <[nwood@wesa.fm](mailto:nwood@wesa.fm)> wrote:

That works!

They would have been for Individual Giving Manager and Member Services Manager.

The first one was posted more than once. The second I probably would have only done once. Thank you!

**From:** Leah Manners [mailto:[lmanners@greaterpublic.org](mailto:lmanners@greaterpublic.org)]

**Sent:** Monday, April 01, 2019 2:16 PM

**To:** Nancy Wood

**Cc:** Melanie Coulson

**Subject:** Re: Job postings

Hi Nancy,

I can get those for you, if you can get me the job titles, or the posting dates. Those are the only things searchable in our jobs database.

Thanks!

Leah

--

**Leah Manners**, Member Outreach Manager, Greater Public

(612)548-3374

On Mon, Apr 1, 2019 at 12:32 PM Melanie Coulson <[mcoulson@greaterpublic.org](mailto:mcoulson@greaterpublic.org)> wrote:

Is this possible?

----- Forwarded message -----

From: **Nancy Wood** <[nwood@wesa.fm](mailto:nwood@wesa.fm)>

Date: Mon, Apr 1, 2019 at 9:54 AM

Subject: Job postings

To: Melanie Coulson <[mcoulson@greaterpublic.org](mailto:mcoulson@greaterpublic.org)>

Hi Melanie,

Can you possible get me screen shots of job postings I submitted on Greater Public between April 1, 2017 & March 30, 2018?

We're getting audited by CPB for EEO.

Yay.

~~~~~  
Nancy L. Wood, Director of Development
Pittsburgh Community Broadcasting Corporation
67 Bedford Square; Pittsburgh, PA 15203
412.697.2924 (direct)

www.wyep.org<<http://www.wyep.org>> www.wesa.fm<<http://www.wesa.fm>>

[dual logos for sigs]

--

Melanie Coulson

Executive Director for Member Station Services

Greater Public

206-245-6404

<http://go.greaterpublic.org/blog>

1/5/2018

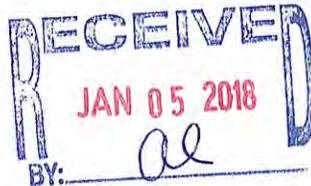
Mail - amyesposito@wyep.org

FW: Your Nonprofit Talent order receipt from January 5, 2018

Julie Upvall <jupvall@wesa.fm>

Fri 1/5/2018 11:14 AM

To: Amy Esposito <amyesposito@wyep.org>;



Amy,

Credit card receipt for Member Service Manager Posting on Non Profit Talent

Julie Upvall

Interim Director of Finance

Pittsburgh Community Broadcasting Corporation

67 Bedford Square

Pittsburgh, PA 15203

(p)412.697.2923 (f)412.381.9126

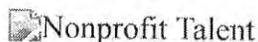


From: Nonprofit Talent | Job Board [mailto:info@nonprofittalent.com]

Sent: Friday, January 05, 2018 11:13 AM

To: Julie Upvall <jupvall@wesa.fm>

Subject: Your Nonprofit Talent order receipt from January 5, 2018



Thank you for your order

Your order has been received and is now being processed. Your order details are shown below for your reference:

Order #8340 (January 5, 2018)

Product

Quantity

Price

Product	Quantity	Price
Employment - \$100 (Full-time, part-time, seasonal, hourly) • Job Listing: Member Services Manager	1	\$100.00
Subtotal:		\$100.00
Payment method:		Credit Card
Total:		\$100.00

Billing address

*Julie Upvall
Pittsburgh Community Broadcasting Corporation
67 Bedford Square
Pittsburgh, PA 15203
4126972923*

jupvall@wesa.fm

Nonprofit Talent | Job Board

Thanks,

~~~~~

**Nancy L. Wood**, *Director of Development*

67 Bedford Square; Pittsburgh, PA 15203

[o] 412.697.2924 [f] 412.381.9126

[www.wyep.org](http://www.wyep.org) [www.wesa.fm](http://www.wesa.fm)



**wyep**<sup>TM</sup>  
91.3

WHERE THE MUSIC MATTERS

**90.5**

**W E S A**

Pittsburgh's NPR News Station

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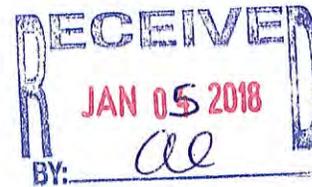


Association of Fundraising Professionals  
Western PA Chapter  
P.O. Box 9701  
Pittsburgh, PA 15229

(412) 642-4250  
office@afwpa.org

## Invoice

January 5, 2018



To: Pittsburgh Public Broadcasting

---

| <u>Description</u> | <u>Price</u> |
|--------------------|--------------|
| Job Posting        | \$50         |



TOTAL \$50

Please remit within two weeks of invoice date

Tax Identification # 25-1550469

# Exhibit 14

Individual Giving Manager (3/5/2018)

Recruitment Source Documentation

- PCBC website
- PRADO
- Greater Public
- Association of Fundraising Professionals
- Nonprofit Talent
- CPB

(/)



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# PCBC Seeks Individual Giving Manager

By EBAISLEY • DEC 19, 2017

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[u=http%3A%2F%2Fwww.tinyurl.com%2Fy6qocgtx&t=PCBC%20Seeks%20Individual%20Giving%20Manager\)](http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fy6qocgtx&t=PCBC%20Seeks%20Individual%20Giving%20Manager)

[Tweet \(http://twitter.com/intent/tweet?](http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fy6qocgtx&text=PCBC%20Seeks%20Individual%20Giving%20Manager)

[url=http%3A%2F%2Fwww.tinyurl.com%2Fy6qocgtx&text=PCBC%20Seeks%20Individual%20Giving%20Manager\)](http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fy6qocgtx&text=PCBC%20Seeks%20Individual%20Giving%20Manager)

[Email \(mailto:?\)](mailto:?subject=PCBC%20Seeks%20Individual%20Giving%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy6qocgtx)

[subject=PCBC%20Seeks%20Individual%20Giving%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy6qocgtx\)](mailto:?subject=PCBC%20Seeks%20Individual%20Giving%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy6qocgtx)



**Job Description:** Individual Giving Manager

**Status :** Full-time exempt

**Reports to:** Director of Development

**Click here to obtain full job description (.pdf).**

[http://mediad.publicbroadcasting.net/p/wesa/files/styles/x\\_large/public/201801/stack\\_3.jpg](http://mediad.publicbroadcasting.net/p/wesa/files/styles/x_large/public/201801/stack_3.jpg)

[http://mediad.publicbroadcasting.net/p/wesa/files/201801/individual\\_giving\\_manager.pdf?\\_ga=2.255538056.1215480540.1515000457-814351741.1512132553\)](http://mediad.publicbroadcasting.net/p/wesa/files/201801/individual_giving_manager.pdf?_ga=2.255538056.1215480540.1515000457-814351741.1512132553)

## Position Summary

The individual giving manager develops and implements listener-generated fundraising strategies to ensure continued revenue growth and long-term financial stability at Pittsburgh Community

Broadcasting Corporation.

## **Position Overview**

The individual giving manager works closely with the director of development and fellow team members to meet the listener-generated fundraising goals of Pittsburgh Community Broadcasting. Listener support accounts for the single largest revenue stream from sister stations 91.3 WYEP and 90.5 WESA, with a goal of approximately \$2.5 million and tremendous growth potential. S/he participates in strategic development planning and coordinates all individual giving programs for the stations, as well as assisting with mid-level and major gifts solicitation and cultivation.

## **Essential Duties and Responsibilities**

### **Fundraising, solicitation and cultivation**

- Develop and execute listener-based fundraising strategies, including direct mail, telemarketing, online giving, email and social media campaigns.
- Create acquisition, lapsed donor, renewal series and additional gift appeals as needed. Work closely with all vendors to ensure timely execution and delivery of both ongoing and seasonal mailings/ campaigns. This includes a monthly, eight-hit renewal cycle and two-three lapsed and additional gift campaigns for each station.
- Create e-solicitation campaigns to complement direct mail and on-air fundraising campaigns, as well as stand-alone e-mail appeals.
- Actively participate in on-air membership drive planning and implementation, including goals, messaging, thank-you gifts, strategies and production.
- Working with director of development, create and implement comprehensive tiered donor benefits program.
- Assist with major and mid-level donor cultivation and solicitation, including donor research, communication and moves management.
- Research and recommend additional revenue opportunities where appropriate.

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- Serve as primary contact person for vehicle donation program for both stations.
- Create and implement marketing and communication strategies to increase awareness and revenue from vehicle donations.
- Develop and implement strategies to turn vehicle donors into annual and/or sustaining

donors

## **Budget**

- Oversee and maintain department budget as it applies to membership functions, tracking expenses and keeping organized records.
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## **External Partnerships/Opportunities**

- Serve as primary community liaison for external fundraising opportunities such as Day of Giving.
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## **General Duties**

- Work with director of development to develop monthly, annual and long-term fund development goals and plans for the organization
- Work closely with fellow development team members to ensure success of overall department goals, long-term growth and donor retention
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- Other duties as assigned

## **Required skills and experience**

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- Proven success in direct mail, telemarketing, email and online giving. On-air fundraising experience highly desired.
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- Highly organized self-starter with strong time management skills and excellent attention to detail
- Ability to take direction as well as be an enthusiastic team player.

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- Ability to manage multiple projects at once and meet deadlines as required.
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**Please, no phone calls.**

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 [Email \(mailto:?subject=PCBC%20Seeks%20Individual%20Giving%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy6qocgtx\)](mailto:?subject=PCBC%20Seeks%20Individual%20Giving%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy6qocgtx)

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[WESA Staff \(/people/capacity/staff\)](#)

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[About Pittsburgh Community Broadcasting \(http://pittsburghcommunitybroadcasting.org/\)](#)

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# PRADO Archives

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- PRADO January 2018

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**By Author:** [ [First](#) | [Previous](#) | [Next](#) | [Last](#) ]  
**Font:** Proportional Font

**Subject:** JOBS: Pittsburgh Community Broadcasting is growing...and hiring! [Reply](#)  
**From:** Nancy Wood <nancy@WYEP.ORG>  
**Reply-To:** Nancy Wood <nancy@WYEP.ORG>  
**Date:** Thu, 4 Jan 2018 21:53:22 +0000  
**Content-Type:** text/plain

**Parts/Attachments:** text/plain (24 lines)

Hi all,

It's an exciting time at Pittsburgh Community Broadcasting! Pittsburgh is a dynamic, exciting city that is landing on more and more "best places to live" lists each and every year... and I'd like to think that in addition to the great arts, education and sports scenes, having three fabulous public radio stations helps make it so!

And you could come work for TWO of them! :) 90.5 WESA is Pittsburgh's NPR News station, and 91.3 WYEP serves up a fantastic mix of AAA music.

Our development team is evolving and revenue is only hindered by the list of "things we can't get to." If you're looking to make a change and join a new organization that is both fun and full of potential, than check us out.

We're hiring two positions:

A Member Services Manager, who will oversee all donor relations maintenance for sister stations WESA and WYEP and works to ensure a positive, long-term relationship through stewardship and customer service.

An Individual Giving Manager, who will develop and implement listener-generated fundraising strategies to ensure continued revenue growth and long-term financial stability at Pittsburgh Community Broadcasting Corporation.

Full descriptions can be found at both websites: <http://wyep.org/about/employment> or <http://wesa.fm/topic/905-wesa-employment-opportunities>

~~~~~  
 Nancy L. Wood, Director of Development
 Pittsburgh Community Broadcasting
 67 Bedford Square; Pittsburgh, PA 15203
 [o] 412.697.2924 [f] 412.381.9126
www.wyep.org<<http://www.wyep.org>> www.wesa.fm<<http://www.wesa.fm>>

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 - [March 2017](#)
 - [February 2017](#)
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 - [December 2016](#)
 - [November 2016](#)
 - [October 2016](#)
 - [September 2016](#)

Nancy Wood

From: Leah Manners <lmanners@greaterpublic.org>
Sent: Monday, April 01, 2019 2:41 PM
To: Nancy Wood
Subject: Re: Job postings
Attachments: Individual Giving Manager - Greater Public (3).pdf; Individual Giving Manager - Greater Public.pdf; Individual Giving Manager - Greater Public (1).pdf; Individual Giving Manager - Greater Public (2).pdf; Member Services Manager - Greater Public.pdf

No problem. They all should be attached. Let me know if you need anything further!

Leah

--

Leah Manners, Member Outreach Manager, Greater Public
(612)548-3374

On Mon, Apr 1, 2019 at 1:25 PM Nancy Wood <nwood@wesa.fm> wrote:

PDFs are perfect. And every posting is great, thanks!

From: Leah Manners [mailto:lmanners@greaterpublic.org]
Sent: Monday, April 01, 2019 2:21 PM
To: Nancy Wood
Subject: Re: Job postings

No problem! Screenshots would be touch because they are long, but I can send PDFs, does that work? And, do you need every posting, or just one of each of the two jobs?

Leah

--

Leah Manners, Member Outreach Manager, Greater Public

(612)548-3374

On Mon, Apr 1, 2019 at 1:17 PM Nancy Wood <nwood@wesa.fm> wrote:

That works!

They would have been for Individual Giving Manager and Member Services Manager.

The first one was posted more than once. The second I probably would have only done once. Thank you!

From: Leah Manners [<mailto:lmanners@greaterpublic.org>]

Sent: Monday, April 01, 2019 2:16 PM

To: Nancy Wood

Cc: Melanie Coulson

Subject: Re: Job postings

Hi Nancy,

I can get those for you, if you can get me the job titles, or the posting dates. Those are the only things searchable in our jobs database.

Thanks!

Leah

--

Leah Manners, Member Outreach Manager, Greater Public

(612)548-3374

On Mon, Apr 1, 2019 at 12:32 PM Melanie Coulson <mcoulson@greaterpublic.org> wrote:

Is this possible?

----- Forwarded message -----

From: **Nancy Wood** <nwood@wesa.fm>

Date: Mon, Apr 1, 2019 at 9:54 AM

Subject: Job postings

To: Melanie Coulson <mcoulson@greaterpublic.org>

Hi Melanie,

Can you possible get me screen shots of job postings I submitted on Greater Public between April 1, 2017 & March 30, 2018?

We're getting audited by CPB for EEO.

Yay.

~~~~~  
Nancy L. Wood, Director of Development  
Pittsburgh Community Broadcasting Corporation  
67 Bedford Square; Pittsburgh, PA 15203  
412.697.2924 (direct)

[www.wyep.org](http://www.wyep.org)<<http://www.wyep.org>>    [www.wesa.fm](http://www.wesa.fm)<<http://www.wesa.fm>>

[dual logos for sigs]

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Helping Public Media Succeed

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## Individual Giving Manager

Pittsburgh Community Broadcasting  
Pittsburgh, PA

Application Deadline: Wednesday, Feb 28, 2018

### DESCRIPTION

Pittsburgh Community Broadcasting is growing and looking for dynamic fundraising professionals to join our team!

### Position Summary

The individual giving manager develops and implements listener-generated fundraising strategies to ensure continued revenue growth and long-term financial stability at Pittsburgh Community Broadcasting Corporation.

### Position Overview

The individual giving manager works closely with the director of development and fellow team members to meet the listener-generated fundraising goals of Pittsburgh Community Broadcasting. Listener support accounts for the single largest revenue stream from sister stations 91.3 WYEP and 90.5 WESA, with a goal of approximately \$2.5 million and tremendous growth potential. S/he participates in strategic development planning and coordinates all individual giving programs for the stations, as well as assisting with mid-level and major gifts solicitation and cultivation.

### **Essential Duties and Responsibilities**

#### **Fundraising, solicitation and cultivation**

- Develop and execute listener-based fundraising strategies, including direct mail, telemarketing, online giving, email and social media campaigns.
- Create acquisition, lapsed donor, renewal series and additional gift appeals as needed. Work closely with all vendors to ensure timely execution and delivery of both ongoing and seasonal mailings/ campaigns. This includes a monthly, eight-hit renewal cycle and two-three lapsed and additional gift campaigns for each station.
- Create e-solicitation campaigns to complement direct mail and on-air fundraising campaigns, as well as stand-alone e-mail appeals.
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- Working with director of development, create and implement comprehensive tiered donor benefits program.
- Assist with major and mid-level donor cultivation and solicitation, including donor research, communication and moves management.
- Research and recommend additional revenue opportunities where appropriate.

#### **Vehicle Donations**

- Serve as primary contact person for vehicle donation program for both stations.
- Create and implement marketing and communication strategies to increase awareness and revenue from vehicle donations.
- Develop and implement strategies to turn vehicle donors into annual and/or sustaining donors

#### **Budget**

- Oversee and maintain department budget as it applies to membership functions, tracking expenses and keeping organized records.
- Perform due diligence and negotiations to ensure most beneficial vendor relationships.

#### **External Partnerships/Opportunities**

- Serve as primary community liaison for external fundraising opportunities such as Day of Giving.
- Develop and oversee strategic matching gifts program, soliciting matching gifts and following up on current members who have indicated their employer has a matching gifts program in place. Work with director of development and marketing department to develop on and off-air marketing strategies to grow this revenue stream.

#### **General Duties**

- Work with director of development to develop monthly, annual and long-term fund development goals and plans for the organization
- Work closely with fellow development team members to ensure success of overall department goals, long-term growth and donor retention
- Attend and participate in weekly team meetings and other meetings as directed
- Represent stations at events as needed
- Other duties as assigned

**Required skills and experience:**

- Bachelor's degree with five or more years of progressive non-profit fundraising experience. Public broadcasting experience preferred.
- Proven success in direct mail, telemarketing, email and online giving. On-air fundraising experience highly desired.
- Strong analytical skills and database management experience. Experience with Allegiance fundraising software a plus.
- Highly organized self-starter with strong time management skills and excellent attention to detail
- Ability to take direction as well as be an enthusiastic team player.
- Excellent interpersonal skills; must be comfortable interacting with constituents in person and on the phone.
- Ability to manage multiple projects at once and meet deadlines as required.
- Strong working knowledge of Microsoft Office and compatible programs. Familiarity with social media platforms. Experience with Constant Contact a plus.
- Excellent communication skills, both written and verbal.
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Open until filled.

PCBC is an Equal Opportunity Employer, and actively seeks diversity in the workforce.

FOR ADDITIONAL INFORMATION ABOUT THIS POSITION, PLEASE CONTACT:

**Nancy Wood**

☎ 412-697-2924

✉ [nancy@wyep.org](mailto:nancy@wyep.org) (*mailto:nancy@wyep.org*)

🌐 <http://wesa.fm/post/pcbc-seeks-individual-giving-manager> (*http://wesa.fm/post/pcbc-seeks-individual-giving-manager*)

**GREATER PUBLIC**

401 North 3rd Street, Suite 601  
Minneapolis, MN 55401

(800) 454-2314

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✉ [nancy@wyep.org](mailto:nancy@wyep.org) (*mailto:nancy@wyep.org*)

🌐 <http://wesa.fm/post/pcbc-seeks-individual-giving-manager> (*http://wesa.fm/post/pcbc-seeks-individual-giving-manager*)

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*Ind. Giving mgr.*



Association of Fundraising Professionals  
Western PA Chapter  
P.O. Box 9701  
Pittsburgh, PA 15229

(412) 642-4250  
office@afpwpa.org

## Invoice

December 21, 2017

To: Pittsburgh Public Broadcasting

---

| <u>Description</u> | <u>Price</u> |
|--------------------|--------------|
| Job Posting        | \$50         |

TOTAL \$50

Please remit within two weeks of invoice date

Tax Identification # 25-1550469

## Nancy Wood

---

**From:** Sarah Poweska <office@afpwwpa.org>  
**Sent:** Friday, January 05, 2018 10:29 AM  
**To:** Nancy Wood  
**Subject:** RE: Job Listing Service

The posting is up for about 5 weeks and is also included in any newsletter during that period.

Sarah

Sarah Poweska | 412-694-4250 phone/text | [www.afpwwpa.org](http://www.afpwwpa.org)

---

**From:** Nancy Wood [mailto:nancy@wyep.org]  
**Sent:** Friday, January 05, 2018 10:06 AM  
**To:** Sarah Poweska  
**Subject:** RE: Job Listing Service

Hi Sarah,

Quick question: how long is this posting for? Does it just stay up indefinitely?

---

**From:** Sarah Poweska [mailto:office@afpwwpa.org]  
**Sent:** Friday, January 05, 2018 9:52 AM  
**To:** Nancy Wood  
**Subject:** RE: Job Listing Service

Nancy,

Happy New Year! The position has been posted and the invoice is attached.

On a personal note, we received an Amazon Alexa for Christmas and I love being able to say "Alexa, play NPR" and have it come on automatically!

Sarah

Sarah Poweska | 412-694-4250 phone/text | [www.afpwwpa.org](http://www.afpwwpa.org)

---

**From:** Nancy Wood [mailto:nancy@wyep.org]  
**Sent:** Thursday, January 04, 2018 4:37 PM  
**To:** Sarah Poweska  
**Subject:** RE: Job Listing Service

Happy New Year, Sarah!

I have another listing for you. ☺ If you'll post this at your convenience, that would be great. Just forward over an invoice. Thanks so much!

Let me know if you have any questions!

~~~~~  
Nancy L. Wood, *Director of Development*
67 Bedford Square; Pittsburgh, PA 15203
[o] 412.697.2924 [f] 412.381.9126
www.wyep.org www.wesa.fm



wyep[™]
91.3

WHERE THE MUSIC MATTERS

Follow us!



From: Sarah Poweska [<mailto:office@afpwpa.org>]
Sent: Thursday, December 21, 2017 8:36 AM
To: Nancy Wood
Subject: RE: Job Listing Service

Attached!

Happy Holidays,
Sarah

Sarah Poweska | 412-694-4250 phone/text | www.afpwpa.org

From: Nancy Wood [<mailto:nancy@wyep.org>]
Sent: Wednesday, December 20, 2017 10:58 AM
To: Sarah Poweska
Subject: RE: Job Listing Service

If you can invoice us, that would be great. Thanks so much!

From: Sarah Poweska [<mailto:office@afpwpa.org>]
Sent: Wednesday, December 20, 2017 10:39 AM
To: Nancy Wood
Subject: RE: Job Listing Service

Nancy,

The position has been posted on our website. Would you prefer an invoice or link for credit card payment?

Sarah

Sarah Poweska | 412-694-4250 phone/text | www.afpwpa.org

From: Nancy Wood [<mailto:nancy@wyep.org>]
Sent: Tuesday, December 19, 2017 2:49 PM

To: office@afpwpa.org
Subject: Job Listing Service

Hi,

I'd like to post this position on your website. Can you assist?

Thanks,

~~~~~

**Nancy L. Wood**, *Director of Development*  
67 Bedford Square; Pittsburgh, PA 15203  
[o] 412.697.2924 [f] 412.381.9126  
[www.wyep.org](http://www.wyep.org) [www.wesa.fm](http://www.wesa.fm)



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---

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[www.avg.com](http://www.avg.com)



**Job Description: Individual Giving Manager**

**Status : Full-time exempt**

**Reports to: Director of Development**

---

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Please, no phone calls.

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# FW: Your Nonprofit Talent order receipt from December 20, 2017

Julie Upvall <jupvall@wesa.fm>

Wed 12/20/2017 11:42 AM

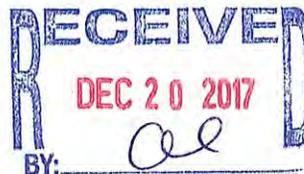
To: Amy Esposito <amyesposito@wyp.org>;

Amy,

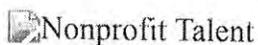
I placed this on the credit card today.

Thank you,

**Julie Upvall**  
Interim Director of Finance  
Pittsburgh Community Broadcasting Corporation  
67 Bedford Square  
Pittsburgh, PA 15203  
(p)412.697.2923 (f)412.381.9126



**From:** Nonprofit Talent | Job Board [mailto:info@nonprofittalent.com]  
**Sent:** Wednesday, December 20, 2017 11:42 AM  
**To:** Julie Upvall <jupvall@wesa.fm>  
**Subject:** Your Nonprofit Talent order receipt from December 20, 2017



## Thank you for your order

Your order has been received and is now being processed. Your order details are shown below for your reference:

**Order #8144 (December 20, 2017)**

| Product                                                                                               | Quantity | Price       |
|-------------------------------------------------------------------------------------------------------|----------|-------------|
| Employment - \$100 (Full-time, part-time, seasonal, hourly)                                           | 1        | \$100.00    |
| <ul style="list-style-type: none"> <li>• <b>Job Listing:</b><br/>Individual Giving Manager</li> </ul> |          |             |
| <b>Subtotal:</b>                                                                                      |          | \$100.00    |
| <b>Payment method:</b>                                                                                |          | Credit Card |
| <b>Total:</b>                                                                                         |          | \$100.00    |

**Billing address**

*Julie Upvall*  
*Pittsburgh Community Broadcasting Corporation*  
*67 Bedford Square*  
*Pittsburgh, PA 15203*  
*4126972923*

*jupvall@wesa.fm*

Nonprofit Talent | Job Board

CPB

# Individual Giving Manager

## Job Description:

### Application Deadline: Open Until Filled

Status: Full-time exempt

Reports to: Director of Development

### Position Summary

Oversee and coordinate the details of Pittsburgh Community Broadcasting's individual giving fund development program to ensure continued growth and long-term revenue stability and provide general support for other development functions.

### Position Overview

The Individual Giving Manager works closely with the Director of Development to meet the listener-generated fundraising goals of Pittsburgh Community Broadcasting. Listener support accounts for the single largest revenue stream from sister stations **91.3 WYEP** and **90.5 WESA**, with a goal of approximately \$2.5 million and tremendous growth potential. This person will participate in strategic planning and coordinate all individual giving programs for the stations, including on-air fundraising, sustained giving, direct mail, telemarketing, e-solicitations and social media.

### Essential Duties and Responsibilities

#### Membership Solicitation and Retention

- Organize and execute listener-based fundraising efforts, including but not limited to sustained giving, direct mail, telemarketing, online giving, email and social media campaigns.
- Create acquisition, lapsed donor, renewal series and additional gift appeals. Work closely with all vendors to ensure timely execution and delivery of both ongoing and seasonal mailings/ campaigns. This includes a monthly, eight-hit renewal cycle and two-three lapsed and additional gift campaigns for each station.
- Actively participate in on-air membership drive planning and implementation, including goals, messaging, scheduling, strategies and production.
- Working with director of development, create and implement comprehensive tiered donor benefits program.
- Oversee the selection of membership thank you gifts (premiums) for on-air membership drives.

#### Vehicle Donations

- Serve as primary contact person for vehicle donation program for both stations
- Create and implement marketing and communication strategies to increase awareness and revenue from vehicle donations
- Develop and implement strategies to turn vehicle donors into annual and/or sustaining donors

### Organization:

Pittsburgh Community Broadcasting Corp  
91.3 WYEP / 90.5 WESA in Pittsburgh, PA

### Job Location:

Pittsburgh, PA  
United States

### Job Category:

Fundraising/Promotion/Membership

### Job Type:

Full time

### Send Application Materials To:

[givingmgr@wesa.fm](mailto:givingmgr@wesa.fm)

### Website:

Individual Giving Manager 91.3 WYEP / 90.5 WESA

### Email:

[givingmgr@wesa.fm](mailto:givingmgr@wesa.fm)

### Job Field:

Radio and Television

## **Budget**

- Oversee and maintain department budget as it applies to membership functions, tracking expenses and keeping organized records.
- Perform due diligence and negotiations to ensure most beneficial vendor relationships.

## **External Partnerships/Opportunities**

- Serve as primary community liaison for external fundraising opportunities such as Day of Giving.
- Develop and oversee strategic matching gifts program, soliciting matching gifts and following up on current members who have indicated their employer has a matching gifts program in place. Work with Director of Development and marketing department to develop on and off-air marketing strategies to grow this revenue stream.

## **General Duties**

- Work with the Director of Development to develop monthly, annual and long-term fund development goals and plans for the organization
- Work closely with fellow development team members to ensure success of overall department goals, long-term growth and donor retention
- Attend and participate in weekly team meetings and other meetings as directed
- Represent stations at events as needed
- Other duties as assigned

## **Required Skills and Experience**

- Bachelor's degree with five or more years of progressive non-profit fundraising experience. Public broadcasting experience preferred.
- Proven success in direct mail, telemarketing, email and online giving. On-air fundraising experience highly desired.
- Strong analytical skills and database management experience. Experience with Allegiance fundraising software a plus.
- Highly organized self-starter with strong time management skills and excellent attention to detail
- Ability to take direction as well as be an enthusiastic team player.
- Excellent interpersonal skills; must be comfortable interacting with constituents in person and on the phone.
- Ability to manage multiple projects at once and meet deadlines as required.
- Strong working knowledge of Microsoft Office and compatible programs. Familiarity with social media platforms. Experience with Constant Contact a plus.
- Excellent communication skills, both written and verbal.
- Ability and willingness to work occasional evenings and weekends, with some long days required during peak fundraising times.
- Strong judgement, sense of ethics, integrity and accountability.
- Passion for and knowledge of public media and its mission.

## **Pittsburgh Community Broadcasting Corporation offers:**

Salary commensurate with experience and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and progressive.

Applicants are invited to send cover letter, resume, sample fundraising appeals and at

## Courtnae Turko

---

**From:** Mah, Carole <cmah@cpb.org>  
**Sent:** Monday, April 15, 2019 3:10 PM  
**To:** Courtnae Turko  
**Subject:** RE: job posting assistance  
**Attachments:** 42162-news-director-2016-oct.pdf; 45239-individual-giving-manager-one.pdf; 42233-morning-edition-2017.pdf; 45334-special-events-manager.pdf; 42586-individual-giving-manager-another.pdf

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| Nancy Wood* or Attached | -- Individual Giving Manager - July 2017 |
| Attached PDF            | -- Morning Edition Producer - Nov. 2017  |
| Not found               | -- Arts & Culture Reporter - Nov. 2017   |
| Attached PDF            | -- Special Events Manager - Jan. 2018    |
| Attached PDF            | -- Individual Giving Manager - Dec. 2017 |
| Not found               | -- Member Services Manager - Jan. 2018   |
| Not found               | -- Bookkeeper - Feb. 2018                |
| Not found               | -- Government Editor - Jan. 2018         |

\* <https://www.cpb.org/jobline/pittsburgh-community-broadcasting-corporation/government-editor>

---

Carole Mah | 202.879.9686 | [cmah@cpb.org](mailto:cmah@cpb.org)  
Web Developer | CPB  
401 Ninth Street, NW | Washington, DC 20004-2129

**From:** Courtnae Turko <cturko@PittsburghCommunityBroadcasting.org>  
**Sent:** Monday, April 15, 2019 9:13 AM  
**To:** Mah, Carole <cmah@cpb.org>  
**Subject:** RE: job posting assistance

Good Morning Carole,

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News Director Oct. - 2016  
Individual Giving Manager - July 2017  
Morning Edition Producer - Nov. 2017  
Arts & Culture Reporter - Nov. 2017  
Special Events Manager - Jan. 2018  
Individual Giving Manager - Dec. 2017

# Exhibit 15

Special Events Manager (3/1/2018)

## Recruitment Source Documentation

- PCBC website
- Nonprofit Talent
- CPB

View (/post/pittsburgh-community-broadcasting-corporation-special-events-manager)

UNPUBLISHED

# Pittsburgh Community Broadcasting Corporation Special Events Manager

By EBAISLEY • JAN 3, 2018

- Share (<http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fy34j4lxu&t=Pittsburgh%20Community%20Broadcasting%20Corporation%20Special%20Events%20Manager>)
- Tweet (<http://twitter.com/intent/tweet?url=http%3A%2F%2Fwww.tinyurl.com%2Fy34j4lxu&text=Pittsburgh%20Community%20Broadcasting%20Corporation%20Special%20Events%20Manager>)
- Email (<mailto:?subject=Pittsburgh%20Community%20Broadcasting%20Corporation%20Special%20Events%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy34j4lxu>)



Posted Jan. 3, 2018 and Open Until Filled

Click here to obtain full job description

([http://mediad.publicbroadcasting.net/p/wesa/files/styles/x\\_large/public/201801/stack\\_5.jpg](http://mediad.publicbroadcasting.net/p/wesa/files/styles/x_large/public/201801/stack_5.jpg))

([http://mediad.publicbroadcasting.net/p/wesa/files/201801/pcbc\\_special\\_events\\_managerjobdescrip\\_ga=2.196746156.1215480540.1515000457-814351741.1512132553](http://mediad.publicbroadcasting.net/p/wesa/files/201801/pcbc_special_events_managerjobdescrip_ga=2.196746156.1215480540.1515000457-814351741.1512132553))

## Position Overview

Pittsburgh Community Broadcasting Corporation (PCBC) and stations 90.5 WESA and 91.3 WYEP in Pittsburgh, PA is seeking a SPECIAL EVENTS MANAGER to produce multiple public and private events throughout the year, which represent unique opportunities for content sharing, audience engagement, fundraising and positive presence in the community. The Special Events Manager is responsible for the production and execution of all PCBC community, fundraising, private and internal events. The position manages all logistics and production for public and private events including WYEP summer concerts, station fundraising events, membership and donor cultivation events, WESA editorial events and local visits from national programs and hosts.

**Responsibilities include:**

- Creation of timelines for all events and communication of critical deadlines to all internal and external personnel.
- Execution and timely delivery of all production vendor and artist contracts and agreements.
- Management of relationships with venues and community partners to insure that all logistical information is being shared and is understood.
- Collaboration with Corporate Support team on event sponsorship agreements to ensure that all agreements are honored properly.
- Presence at events and coordination of on-site activities, including sponsorship presence.

The Special Events Manager works collaboratively with the Programming, Development, Corporate Support and Marketing departments to ensure that organizational goals are being met, gathering and sharing critical operational information with other departments. The Special Event Manager is on-site at all WYEP and WESA events to oversee the flow and logistics and make sure the event is executed successfully. The Special Events Manager also coordinates the schedule for the use of facilities in the Community Broadcast Center.

**The successful candidate will have:**

- At least three years of event production experience and a strong track record of coordinating different types of special events.
- Excellent organizational skills, detail oriented and ability to track many pieces of vital information effectively.
- Excellent communications and decision making skills, ability to stay calm under pressure and handle non-routine situations with command and ease.
- Passion for the programming and mission of WESA and WYEP and knowledge of the greater Pittsburgh community.
- Physical work required, such as lifting and carrying items over 25 lbs. Must be available for regular evening and weekend hours.
- Clean driving record and ability to operate a motor vehicle, including large vehicles such as cargo vans.

This is an excellent opportunity for the right candidate to have an impact on the growth and long term sustainability of Pittsburgh Community Broadcasting Corporation. Salary is commensurate with experience and the benefits package includes medical and dental insurance, short term and long term disability coverage, life insurance, 403(b) plan with matching contributions and paid vacation and holidays.

**Click here to obtain the job description (pdf).**

([http://mediad.publicbroadcasting.net/p/wesa/files/201801/pcbc\\_special\\_events\\_managerjobdesc\\_ga=2.254828424.1215480540.1515000457-814351741.1512132553](http://mediad.publicbroadcasting.net/p/wesa/files/201801/pcbc_special_events_managerjobdesc_ga=2.254828424.1215480540.1515000457-814351741.1512132553))

Applicants are invited to send cover letter, resume, salary history, and professional references to [specialevents@wyp.org](mailto:specialevents@wyp.org) (mailto:specialevents@wyp.org). Please, no phone calls.

**PCBC is Equal Opportunity /Affirmative Action Employer and actively seeks diversity in the workforce.**



Share (<http://facebook.com/sharer.php?>

[u=http%3A%2F%2Fwww.tinyurl.com%2Fy34j4lxu&t=Pittsburgh%20Community%20Broadcasting%20Corporation%20Spec](http://http%3A%2F%2Fwww.tinyurl.com%2Fy34j4lxu&t=Pittsburgh%20Community%20Broadcasting%20Corporation%20Spec)



Tweet (<http://twitter.com/intent/tweet?>

[url=http%3A%2F%2Fwww.tinyurl.com%2Fy34j4lxu&text=Pittsburgh%20Community%20Broadcasting%20Corporation%20C](http://http%3A%2F%2Fwww.tinyurl.com%2Fy34j4lxu&text=Pittsburgh%20Community%20Broadcasting%20Corporation%20C)



Email ([mailto:?](mailto:)

[subject=Pittsburgh%20Community%20Broadcasting%20Corporation%20Special%20Events%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy34j4lxu](mailto:subject=Pittsburgh%20Community%20Broadcasting%20Corporation%20Special%20Events%20Manager&body=http%3A%2F%2Fwww.tinyurl.com%2Fy34j4lxu)

(<https://www.facebook.com/905wesa/>)

(<https://twitter.com/905wesa>)

(<https://www.instagram.com/905wesa/>)

[About 90.5 WESA \(/about-us\)](#)

[WESA Staff \(/people/capacity/staff\)](#)

[Contact Us \(/contact-us\)](#)

[eNewsletter Signup \(http://eepurl.com/gj64bv\)](http://eepurl.com/gj64bv)

[Community Calendar \(/community-calendar\)](#)

[Archives \(/archives\)](#)

[Help with Streaming \(/post/having-problems-our-stream\)](#)

[90.5 WESA Privacy & Terms of Use \(/privacy-terms-use\)](#)

[About Pittsburgh Community Broadcasting \(http://pittsburghcommunitybroadcasting.org/\)](http://pittsburghcommunitybroadcasting.org/)

[Public File for Pittsburgh Community Broadcasting Corporation \(https://publicfiles.fcc.gov/\)](https://publicfiles.fcc.gov/)

© 2019 90.5 WESA

**Courtnae Turko**

---

**From:** Tara Lazur <tara@PittCommBroad.onmicrosoft.com>  
**Sent:** Monday, April 8, 2019 1:26 PM  
**To:** Courtnae Turko  
**Subject:** Fw: Your Nonprofit Talent order from July 3, 2017 is complete

---

**From:** Nonprofit Talent | Job Board <info@nonprofittalent.com>  
**Sent:** Monday, July 3, 2017 3:33 PM  
**To:** Sarah Wemple  
**Subject:** Your Nonprofit Talent order from July 3, 2017 is complete



Your order is complete

Hi there. Your recent order on Nonprofit Talent has been completed. Your order details are shown below for your reference:

**Order #6058**

| Product                                                     | Quantity | Price                |
|-------------------------------------------------------------|----------|----------------------|
| Employment - \$100 (Full-time, part-time, seasonal, hourly) | 1        | \$100.00             |
| <b>Job Listing:</b> Special Events Manager - 91.3 WYEP      |          |                      |
| <b>Subtotal:</b>                                            |          | \$100.00             |
| <b>Payment method:</b>                                      |          | Credit card (Stripe) |

**Total:**

\$100.00

### **Customer details**

- **Email address:** employment@wyep.org
- **Phone:** (412) 381-9131

### **Billing address**

Abby Goldstein  
WYEP FM  
67 Bedford Sq  
Pittsburgh, PA 15203

Nonprofit Talent | Job Board

1/4/2018

Mail - amyesposito@wyep.org

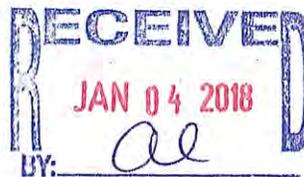
# FW: Your Nonprofit Talent order receipt from January 4, 2018

Julie Upvall <jupvall@wesa.fm>

Thu 1/4/2018 10:49 AM

To: Amy Esposito <amyesposito@wyep.org>;

Special Events Manager Posting



**Julie Upvall**

Interim Director of Finance

Pittsburgh Community Broadcasting Corporation

67 Bedford Square

Pittsburgh, PA 15203

(p)412.697.2923 (f)412.381.9126



**From:** Nonprofit Talent | Job Board [mailto:info@nonproftalent.com]

**Sent:** Thursday, January 04, 2018 10:49 AM

**To:** Julie Upvall <jupvall@wesa.fm>

**Subject:** Your Nonprofit Talent order receipt from January 4, 2018

Nonprofit Talent

## Thank you for your order

Your order has been received and is now being processed. Your order details are shown below for your reference:

**Order #8312 (January 4, 2018)**

| Product | Quantity | Price |
|---------|----------|-------|
|---------|----------|-------|

| Product                                                                                            | Quantity | Price       |
|----------------------------------------------------------------------------------------------------|----------|-------------|
| Employment - \$100 (Full-time, part-time, seasonal, hourly)                                        | 1        | \$100.00    |
| <ul style="list-style-type: none"> <li>• <b>Job Listing:</b><br/>Special Events Manager</li> </ul> |          |             |
| <b>Subtotal:</b>                                                                                   |          | \$100.00    |
| <b>Payment method:</b>                                                                             |          | Credit Card |
| <b>Total:</b>                                                                                      |          | \$100.00    |

**Billing address**

*Julie Upvall*  
*Pittsburgh Community Broadcasting Corporation*  
*67 Bedford Square*  
*Pittsburgh, PA 15203*  
*4126972923*

*jupvall@wesa.fm*

Nonprofit Talent | Job Board

# Special Events Manager - 91.3 WYEP

## Job Description:

### Application Deadline: Open Until Filled

Status: Full-time exempt

Reports to: WYEP General Manager

### Position Summary

The Special Events Manager is responsible for the production and execution of all PCBC community, fundraising, private and internal events. The position manages the logistics for all public and private events including summer concerts, fundraising events, membership and donor cultivation events and local visits from national programs and hosts. The Special Events Manager also coordinates private functions for staff, donors and other key stakeholders such as receptions and celebrations at the Community Broadcast Center. This position handles all logistical needs and keeps consistent communications with the venues, talent, vendors and municipal entities to ensure the successful execution of all events. The Special Events Manager works collaboratively with the Programming, Development, Underwriting and Marketing departments to ensure that organizational goals are being met. This person gathers and sharing critical operational information with other departments and is on-site to manage the flow and logistics of all events. The Special Events Manager also coordinates the schedule for the use of facilities in the Community Broadcast Center.

### Essential Duties and Responsibilities

- Production and execution of WYEP and WESA community events
- Creation of timelines for all events and communication of critical deadlines to all internal and external personnel.
- Execution and timely delivery of all production vendor and artist contracts and agreements.
- Management of relationships with venues and community partners to insure that all logistical information is being shared and is understood.
- Collaboration with Underwriting team on event sponsorship agreements to ensure that all agreements are honored properly.
- Coordination with Membership to ensure organizational goals are being met.
- Presence at events and coordination of on-site activities, including sponsorship presence.
- Management of the large performance space for internal and external groups, maintaining the schedule for facility use and ensuring the space is set up as needed.
- Maintenance of good records and files for each event to assist with future event production.

### Organization:

Pittsburgh Community Broadcasting Corporation

### Job Location:

Pittsburgh, PA  
United States

### Job Category:

Communications/Marketing

### Job Type:

Full time

### Send Application Materials To:

[specialeventsmgr@wyep.org](mailto:specialeventsmgr@wyep.org)

### Website:

Special Events Manager - 91.3 WYEP

### Email:

[employment@wyep.org](mailto:employment@wyep.org)

### Job Field:

Radio and Television

### Required Skills and Experience

- Excellent communication skills and ability to communicate well externally and internally across departments.
- Excellent organizational skills, detail oriented and ability to track a lot of information effectively.
- Strong work ethic, ability to manage time efficiently.
- Excellent decision making skills, ability to stay calm under pressure and handle non-routine situations with command and ease.
- Event production experience and a strong track record coordinating different types of special events.
- Passion for the programming and mission of WESA and WYEP and knowledge of the greater Pittsburgh community.
- Physical work required, such as lifting and carrying items over 25 lbs. Must be available for regular evening and weekend hours.
- Clean driving record and ability to operate a motor vehicle, including large vehicles such as vans.

### **Pittsburgh Community Broadcasting Corporation offers:**

Salary commensurate with experience and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and progressive. Applicants are invited to send cover letter, resume, sample fundraising appeals and at least three references to [specialeventsmgr@wyep.org](mailto:specialeventsmgr@wyep.org). In your response, let us know how you heard about the position.

**Please, no phone calls.**

**PCBC is an Equal Opportunity Employer, and actively seeks diversity in the workforce.**

## Courtnae Turko

---

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**Sent:** Monday, April 15, 2019 3:10 PM  
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| Not found               | -- Government Editor - Jan. 2018         |

\* <https://www.cpb.org/jobline/pittsburgh-community-broadcasting-corporation/government-editor>

---

Carole Mah | 202.879.9686 | [cmah@cpb.org](mailto:cmah@cpb.org)  
Web Developer | [CPB](#)  
401 Ninth Street, NW | Washington, DC 20004-2129

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Special Events Manager - Jan. 2018  
Individual Giving Manager - Dec. 2017

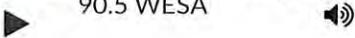
# Exhibit 16

Arts & Culture Reporter (2/5/2018)

## Recruitment Source Documentation

- PCBC website
- PRNDI
- NAHJ
- NABJ

(/)



Donate (<https://goo.gl/3Q4YS3>)



[View \(/post/905-wesa-arts-culture-reporter\)](/post/905-wesa-arts-culture-reporter)

[Edit \(/node/95990/edit\)](/node/95990/edit)

UNPUBLISHED

# 90.5 WESA: Arts/Culture Reporter

By [PATRICK DOYLE \(/PEOPLE/PATRICK-DOYLE\)](/PEOPLE/PATRICK-DOYLE) • NOV 10, 2017

 [Share \(http://facebook.com/sharer.php?](http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fy2qk3wvv&t=90.5%20WESA%3A%20Arts%2FCulture%20Reporter)

 [Tw](#)

[u=http%3A%2F%2Fwww.tinyurl.com%2Fy2qk3wvv&t=90.5%20WESA%3A%20Arts%2FCulture%20Reporter\)](http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fy2qk3wvv&t=90.5%20WESA%3A%20Arts%2FCulture%20Reporter)

[url](#)

## Application Deadline: Open Until Filled

### Position Overview

The Arts and Culture beat encompasses the performing, visual, and fine arts, as well as public art, and applied arts including architecture and graphic design; crafts; film, digital media; literature; and other creative activities. Culture can be investigated through the lens of social interaction; it spans everything from sports and history to gender roles, traditions, communication, and food. The beat finds news value in the arts and culture by examining it contextually, analytically and historically. Its focus includes institutions and subjects both large and small – from the Carnegie Museums and Cultural District, to street artists, and local trend makers. The beat also works across the lines of other beats, including art education, the impact of development on artists, and how social justice and culture converge.

This full-time exempt position reports to the News Director.

### Major Responsibilities

- Research, report, write, and produce multimedia spot and feature stories for WESA on-air and digital platforms, at a rate that meets newsroom productivity goals

- Consistently generate and pitch creative, thoughtful and original story ideas in multiple media, while accepting and willingly executing assignments from newsroom managers
- Be skilled at mixing and editing one's own audio reports, including in the field
- Be skilled at writing crisp, clear news reports on deadline for web
- Be willing and able to take still photos and video in the field
- Use social media to break news, engage audiences and expand one's source base
- Be willing to work during off hours and weekends as needed
- Make public appearances as opportunity arises to enhance WESA's brand
- Participate in on-air and online fundraising as needed
- Other duties as assigned

### **Qualifications and Skills Required**

- Bachelor's degree in journalism-related field or equivalent experience / training
- Two or more years of reporting in a professional broadcast newsroom environment with multimedia news content training and experience
- Strong on-air and digital reporting, writing and technical skills
- Ability to gather quality field audio, to edit and mix ably for use on air or digital platforms
- Self-motivated team player with a track record of producing daily news stories and features of interest to local audiences
- Sound and ethical judgment, with a commitment to objectivity, balance and fairness
- Ability to handle multiple projects in a fast-paced, deadline-oriented environment

- Creativity and sound judgment in social media usage
- Ability to travel throughout the region and work flexible hours when necessary, including reliable vehicle, current driver license, clean driving record, and adequate auto insurance

**Pittsburgh Community Broadcasting Corporation offers:**

Salary commensurate with experience and an excellent benefits package that includes medical insurance, paid medical leave, 403(b) plan with matching contributions, paid vacation and holidays and a workplace culture that is fun, diverse and innovative.

Applicants are invited to send a cover letter, resume, at least three samples of work relevant to this position, and three references to [artsjob@wesa.fm](mailto:artsjob@wesa.fm). In your response, let us know how you heard about the position.

Pittsburgh Community Broadcasting Corporation is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

TAGS: [EMPLOYMENT \(/TERM/EMPLOYMENT\)](#)

 [Share \(http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fy2qk3wvv&t=90.5%20WESA%3A%20Arts%2FCulture%20Reporter\)](http://facebook.com/sharer.php?u=http%3A%2F%2Fwww.tinyurl.com%2Fy2qk3wvv&t=90.5%20WESA%3A%20Arts%2FCulture%20Reporter)  [Tw](#)  
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## WESA Seeks General Assignment Reporter | PRNDI (<https://www.prndi.org/post/wesa-seeks-general-assignment-reporter>)

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May 19, 2017 ... This reporter will cover fast-moving breaking news in the Pittsburgh region, with an emphasis on producing spot reports for WESA newscasts.

## WESA Seeks Senior Reporter/Government | PRNDI (<http://prndi.org/post/wesa-seeks-senior-reportergovernment>)

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Feb 5, 2018 ... This reporter will cover government in the Pittsburgh region as part of a four- person team, producing features and newscast stories for WESA's ...

## WESA Seeks Arts and Cultural Reporter | PRNDI (<https://www.prndi.org/post/wesa-seeks-arts-and-cultural-reporter>)

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Nov 14, 2017 ... Research, report, write, and produce multimedia spot and feature stories for WESA on-air and digital platforms, at a rate that meets newsroom ...

## WESA Seeks Morning Edition Producer | PRNDI (<https://www.prndi.org/post/wesa-seeks-morning-edition-producer>)

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Nov 14, 2017 ... Application Deadline: Open Until Filled Position Overview Assist morning host with program preparation, newscasts, interviews, and other ...

## WESA Seeks Editor/Government | PRNDI (<https://www.prndi.org/post/wesa-seeks-editorgovernment>)

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Feb 5, 2018 ... This editor will oversee a four-person team covering government in the Pittsburgh region, producing features and newscast stories for WESA's ...

## 90.5 WESA Seeks Reporter - Transportation & Development | PRNDI (<http://prndi.org/post/905-wesa-seeks-reporter-transportation-development>)

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Mar 22, 2017 ... Research, report, write and produce multimedia spot and enterprise story packages for WESA's air and its digital platforms, at a rate that meets ...

## WESA Seeks News Director | PRNDI (<http://prndi.org/post/wesa-seeks-news-director>)

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**90.5 WESA** Feb 25, 2016 ... The News Director has lead responsibility for the journalistic integrity of all station platforms and for executing **WESA's** news strategy on-air and ...  
(<http://prndi.org/post/wesa-seeks-news-director>)

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prndi.org/post/wesa-seeks-news-director-0

**90.5 WESA** Nov 5, 2016 ... Application Deadline: Open Until Filled The Vision It is the vision of Pittsburgh Community Broadcasting for **WESA** to become an essential and ...  
Pittsburgh's NPR News Station

**Desk Editor – Pittsburgh Community Broadcasting Corporation ...**  
(<https://www.prndi.org/post/desk-editor-pittsburgh-community-broadcasting-corporation>)  
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**90.5 WESA** May 19, 2017 ... The Desk Editor will oversee one of **WESA's** newly created newsroom teams, comprised of beat reporters and a digital producer/editor, in order ...  
Pittsburgh's NPR News Station

**PRNDI Elects New President, Board Members | PRNDI**  
(<https://www.prndi.org/post/prndi-elects-new-president-board-members>)  
<https://www.prndi.org/.../prndi-elects-new-president-board-members>



Jun 25, 2016 ... Deanna Garcia of **WESA** in Pittsburgh -- At-large representative. Naomi Starobin of Keystone Crossroads at WHYY in Philadelphia -- At large ...

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