

NPT posted the opening for a **Development/Marketing Associate** on June 4, 2019.

Details regarding this posting were included on our **Public EEO Public File Report covering the period from April 2019 – March 2020.**

NPT does retain copies off all notices sent to all sources used. (See attached.)

The scanned documents following this page appear in this order:

1. **Summary Page** – indicating posting/hiring dates, # of applicants and interviewees and “recruitment source #'s” used.
2. **Recruitment Sources** – Numbered. These numbers are referenced on their corresponding “notice copies” that follow.
3. **Notice copies** – screen shots and email copies of all notices regarding the open position. Numbered to reference their appropriate location on the Recruitment Sources list.

Nashville Public Television
Vacancies Filled
April 1, 2019 to March 31, 2020

Job Title	Date Posted/ Date Filled	No. of Applicants	No. of Interviews	Recruitment Sources for Interviewees (if provided – see enclosed list for corresponding sources/numbers)	Recruitment Source for Hired Applicant (if provided)	Recruitment Sources (See enclosed list for corresponding sources/numbers)
Visual Designer	12/14/2018, 5/1/2019	20	5	1, 2, 29, 30	1	1-34, 36-40, 48-54
Development/Marketing Associate	6/4/2019, 8/19/2019	48	6	1, 2, 29	1	1-34, 36-40, 48-54

NASHVILLE PUBLIC TELEVISION Recruitment Sources

Recruitment Source	Address	Contact/Phone	Email/Website
1. NPT Website	161 Rains Avenue Nashville, TN 37203	Charles Degenhart, Accounting Manager 615-259-9325 Ext 2030	www.wnpt.org
2. Station Employee/Freelancer/NPT Bulletin Board	161 Rains Avenue Nashville, TN 37203	Charles Degenhart, Accounting Manager 615-259-9325 Ext 2030	www.wnpt.org
3. Nashville State Community College	120 White Bridge Road Nashville, TN 37209	Janice Dennis, Human Resources 615-353-3304 or 615-353-3333	www.nsc.edu
4. Tennessee State University	3500 John Merritt Blvd. Nashville, TN 37209	Rita Williams-Seay, Employment Manager, 615-963-5285	www.instate.edu joinhandshake.com
5. Lipscomb University	3901 Granny White Pike Nashville, TN 37204	Monica Whitworth, Career Center 615-966-1000	joinhandshake.com
6. UT Martin	250 University Center Martin, TN 38238	Renard Miles, Coordinator, Office of Career Planning and Development 901-587-7740	https://app.joinhandshake.com/login
7. Tennessee Tech University	Campus Box 5021 Cookeville, TN 38501	Lillian Moore, Career Services 931-372-3101	joinhandshake.com
8. University of TN at Knoxville	915 Volunteer Blvd. Knoxville, TN 37996	Heather Harrison, Career Placement 865-974-5435	joinhandshake.com
9. Vanderbilt University	110 Alumni Hall Nashville, TN 37240	Penny Baga, Employer Relations Specialist Vanderbilt University Career Center 615-875-8475	www.vanderbilt.edu/career/explore-doreways/
10. Middle TN State University	1301 East Main Street Murfreesboro, TN 37132	Martha Turner, Placement Director (Retired) 615-898-2300	http://www.mtsu.edu/career/
11. Trevecca University	333 Murfreesboro Rd. Nashville, TN 37210	Jan Harvey, Placement Services 615-248-1237	joinhandshake.com
12. University of Memphis	417 University Center Memphis, TN 38152	Tammy Haley, Employer Relations Specialist 901-678-2239	https://app.joinhandshake.com/login
13. Austin Peay University	601 College Street Clarksville, TN 37044	Billy Boyd, Career Placement 931-221-7011	https://apsu-csm.symplicity.com/employers
14. UT Chattanooga	615 McCalle Ave Chattanooga, TN 37403		https://app.joinhandshake.com/login
15. Volunteer State Community College	1480 Nashville Pike Gallatin, TN 37066	Allegra Montgomery, Career Services 615-452-8600	www.volstate.edu/areajobs

Recruitment Source	Address	Contact/Phone	Email/Website
16. Western Kentucky University	1 Big Red Way Bowling Green, TN 42101	Judy Owens, Career Placement 270-745-0111	Joinhandshake.com
17. East TN State University	Box 70718 Johnson City, TN 37614	Jeanette Hill, Career Placement 423-439-4441	Tnstate.joinhandshake.com
18. Fisk University	1000 17 th Avenue North Nashville, TN 37208	Ingrid Collier, Career Placement 615-329-8597	Purplebriefcase.com
19. Belmont University	1900 Belmont Blvd. Nashville, TN 37212	Charlsie Mathews, Placement 615-460-6000	Joinhandshake.com
20. Tennessee Technology Center of Nashville	100 White Bridge Road Nashville, TN 37209	Sherita Denton, Student Services Coordinator 615-425-5560, sherita.denton@tcnashville.edu	http://www.tcnashville.edu/sherita.denton@tcnashville.edu
21. TN Career Centers	665 Mainstream Drive Nashville, TN 37243	615-253-8920 Shavonne Menese (615-770-1906)	JOBS4TN.gov
22. NAACP	1308 Jefferson Street Nashville, TN 37208	Keith Certain, President 615-329-0999 (office), 615-419-4214 (Keith Certain, cell)	keithcertain@gmail.com
23. TN Association of Broadcasters	Two International Plaza Drive Suite 507 Nashville, TN 37217	615-365-1840	brenda@tabn.org
24. American Advertising Federation (Send Via E-Mail Only)	P.O. Box 293327 Nashville, TN 37229	Mark Farrar, Executive Director 615-469-4040	mark@aafnashville.com
25. National Organization for Women	P.O. Box 120523 Nashville, TN 37212	Toby Abrams 615-269-7141	TennesseeNOW@comcast.net
26. 100 Black Men of TN	P.O. Box 140789 Nashville, TN 37214	615-248-2721 Mrs. Lori Adukeh, Executive Director	info@the100.org
27. Urban League of Middle Tennessee	50 Vantage Way, Suite 201 Nashville, TN 37228	Patricia Stokes, President and CEO 615-254-0525	Former email address no longer valid. Left voicemail for "Workforce Manager" on 10/15/2019.
28. TN Disability Coalition	955 Woodland Street Nashville, TN 37206	Carol Westlake, Director 615-383-9442	JOBS4TN.gov Also send to intake@tndisability.org

Recruitment Source	Address	Contact/Phone	Email/Website
29. Center for Nonprofit Management	44 Vantage Way, Suite 230 Nashville, TN 37228	Amberly Dziesinski 615-259-0100	cmm.org
30. Watkins Film School	2298 Rosa L. Parks Blvd. Nashville, TN 37228	Valorie Stover Quarles 615-383-4848	https://www.watkins.edu/campus-life/career-services/for-employers/ info@watkins.edu
31. NATAS	161 Rains Avenue Nashville, TN 37203	Geneva Brignolo	http://jobbank.emmyonline.org or send e-mail to Emmyrash@aol.com
32. Nashville Chamber of Commerce	211 Commerce Street, Suite 100 Nashville, TN 37201	Debby Dale Mason 615-743-3082	http://www.nashvillechamber.com
33. TVJobs.com	TVJobs.com	Fax: 760-754-2115	jobs@tvjobs.com
34. CSB School of Broadcasting		Amanda Maher	amaher@gocsb.com
35. Society of Broadcast Engineering		Send e-mail to sbe.org (engineering positions only)	sbe.org
36. Nashville Black Journalists Association	P.O. Box 24174 Nashville, TN 37202		nashvillenabj@gmail.com
37. National Association of Hispanic Journalists	Atlanta, GA	Ivan Roman, National Executive Director 202-662-7145	nahj@nahj.org
38. Nashville Area Hispanic Chamber of Commerce	P.O. Box 40541 Nashville, TN 37204	Yuri Cunza, President 615-216-5737	Email – JOBS@NASHVILLEHISPANICCHAMBER.COM
39. Asian American Journalists Association	aaaja.com	Jacqueline Gullede, President, Atlanta Chapter	Jacqueline.Gullede@gmail.com
40. National Council on Aging	1161 Murfreesboro Rd, Suite 360 Nashville, TN 37217	Vivian Smith 615-360-9797 (ext 102)	Vsmith.ncoatn@gmail.com
41. NAMMA – Nashville Chapter of American Marketing Assoc.	Jobs.nashvilleama.org/employer		\$150 for non-members; \$50 for members to post a job
42. Chronicle of Philanthropy	Philanthropy.org	Jerin 202-466-1229	Philanthropy.com (web only) - \$175
43. Association of Fundraising Professionals	Nashville, TN		info@afpnashville.org \$50 Charge

#1

Charlie Degenhart

From: Charlie Degenhart
Sent: Tuesday, June 4, 2019 12:25 PM
To: Joe Delmerico - (NPT WEB DESIGNER)
Cc: Shane Burkeen
Subject: DevMktgAssoc.pdf
Attachments: DevMktgAssoc.pdf

Gents!

Grateful if we could post this new job opening on the site when you get a chance?



Nashville Public Television

JOB POSTING

Development/Marketing Associate Nashville Public Television

Nashville Public Television seeks a Development/Marketing Associate responsible for assisting in various development and marketing activities including on-air and online fundraising campaigns, special events, data entry and general administrative support. Specific duties include:

- Coordinates administrative functions of on-air fundraising campaigns
- Ordering and fulfillment of all premiums related to NPT's on-air fundraising
- Data entry related to premiums and general data entry into NPT's fundraising databases
- Responds to member inquiries regarding the status of thank you gifts
- Assists in development of online fundraising and marketing initiatives
- Oversees NPT volunteer programs; recruits volunteer groups for NPT's on-air fundraising campaigns
- NPT contact for concert ticket offerings
- Assists with NPT fundraising events and community events as needed

Qualifications: Bachelor's degree preferred; high comfort level working with Microsoft Excel and large databases; one to two years relevant experience, ability to work evenings and weekends; strong verbal, written, and interpersonal communication skills; ability to multi-task, while paying close attention to detail; customer service experience.

Submit cover letter and resume to Human Resources, Attn: Development/Marketing Associate, Nashville Public Television, 161 Rains Avenue, Nashville, TN 37203; fax (615) 248-6120; or submit e-mail to employment@wnpt.org. Position open until filled.

NPT IS AN EEO EMPLOYER

Charlie Degenhart

From: Charlie Degenhart
Sent: Tuesday, June 4, 2019 12:29 PM
To: Joe Delmerico
Cc: Shane Burkeen
Subject: DevMktgAssoc.pdf
Attachments: DevMktgAssoc.pdf

Gents,

I just sent a bad version of this and tried to recall. . .

In any event, when you can, please post this new position opening on the website for me?

thanks



Nashville Public Television

JOB POSTING

Development/Marketing Associate Nashville Public Television

Nashville Public Television seeks a Development/Marketing Associate responsible for assisting in various development and marketing activities including on-air and online fundraising campaigns, special events, data entry and general administrative support. Specific duties include:

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NPT IS AN EEO EMPLOYER

#2



Nashville Public Television

JOB POSTING

Development/Marketing Associate Nashville Public Television

Nashville Public Television seeks a Development/Marketing Associate responsible for assisting in various development and marketing activities including on-air and online fundraising campaigns, special events, data entry and general administrative support. Specific duties include:

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- NPT contact for concert ticket offerings
- Assists with NPT fundraising events and community events as needed

Qualifications: Bachelor's degree preferred; high comfort level working with Microsoft Excel and large databases; one to two years relevant experience, ability to work evenings and weekends; strong verbal, written, and interpersonal communication skills; ability to multi-task, while paying close attention to detail; customer service experience.

Submit cover letter and resume to Human Resources, Attn: Development/Marketing Associate, Nashville Public Television, 161 Rains Avenue, Nashville, TN 37203; or submit e-mail to employment@wnpt.org. Position open until filled.

NPT IS AN EEO EMPLOYER

Charlie Degenhart

#3

From: Charlie Degenhart
Sent: Tuesday, June 4, 2019 5:15 PM
To: Nashville State Community College (human.resources@nsc.edu); 'Career Services Office'
Subject: NPT - Job Opportunity
Attachments: DevMktgAssoc.pdf

Good afternoon,

Nashville Public Television is currently looking for a qualified Development and Marketing Associate.

We would be grateful if you would share with your network!

Thank you,

Charlie Degenhart
Accounting Manager

Nashville Public Television
161 Rains Avenue
Nashville, TN, 37203
615.259.9325
www.wnpt.org



NASHVILLE PUBLIC TELEVISION

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Group Email Contact List - Video Editor

<u>Source #</u>	<u>Organization</u>	<u>Contact Name</u>	<u>email address</u>
23	TN Association of Broadcasters	Mark Farrar	brenda@tabtn.org
24	American Advertising Federation	Toby Abrams	mark@aafnashville.com
25	National Organization for Women	Lori Adukeh	TennesseeNOW@comcast.net
26	100 Black Men of TN	Patricia Stokes	info@the100.org
27	Urban League of Middle TN	Carol Westlake	ssanders@urbanleagueofmidtn.org
28	TN Disability Coalition	Amanda Maher	intake@tndisability.org
33	TV Jobs.Com	Ivan Roman	jobs@tvjobs.com
34	CSB School of Broadcasting	Yuri Cunza	amaher@gocsb.com
36	Nashville Black Journalists Association	Jacqueline Gullledge	nashvillenabi@gmail.com
37	National Association of Hispanic Journalists	Vivian Smith	nahj@nahj.org
38	Nashville Area Hispanic Chamber of Commerce	Mark Johnson	JOBS@NASHVILLEHISPANICCHAMBER.COM
39	Asian American Journalists Association	Matthew Perkins	Jacqueline.Gullledge@gmail.com
40	National Council on Aging	Joshua Maxwell	Ysmith.ncoatr@gmail.com
48	Mark Johnson	Matthew Perkins	m.e.johnson.media@gmail.com
49	Joshua Maxwell		joshua.maxwell@wsmv.com
54	Matthew Perkins		matthewcperkins@gmail.com

Charlie Degenhart

From: Charlie Degenhart
Sent: Tuesday, June 4, 2019 5:18 PM
To: (ssanders@urbanleagueofmidtn.org); Amanda Maher (amaher@gocsb.com); American Advertising Federation (mark@aafnashville.com); Asian American Journalists Association (Jacqueline.Gulledge@gmail.com); info@the100.org; intake@tndisability.org; Joshua Maxwell (joshua.maxwell@wsmv.com); Mark Johnson (m.e.johnson.media@gmail.com); Matthew Perkins; Nashville Area Hispanic Chamber of Commerce (JOBS@NASHVILLEHISPANICCHAMBER.COM); Nashville Black Journalists Association (nashvillenabj@gmail.com); National Association of Hispanic Journalists (nahj@nahj.org); TN Association of Broadcasters (brenda@tabtn.org); Toby Abrams (TennesseeNOW@comcast.net); TVJobs.com (jobs@tvjobs.com); Vivian Smith
Subject: Nashville Public Television - Job Opening: Development and Marketing Associate
Attachments: DevMktgAssoc.pdf

Good afternoon,

Nashville Public Television is currently seeking a qualified candidate for the position of Development and Marketing Associate.

We would be grateful if you would share with your network.

Feel free to call if you have any questions.

#27, #34, #24, #39, #26, #28,

#48, #49, #54, #38, #36, #37

#23, #25, #33, #40,

Sincerely,

Charlie Degenhart
Accounting Manager

Nashville Public Television
161 Rains Avenue
Nashville, TN, 37203
615.259.9325
www.wnpt.org



NASHVILLE PUBLIC TELEVISION

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#2795711 Development/Marketing...

- Home (/)
- My Profile (/users/4517801)
- Company Profile (/employers/151777)

Job Details (/jobs/2795711) Edit (/jobs/2795711/edit)

Applicants (/jobs/2795711/applications)

Job Preview job posting (/jobs/2795711/edit?initial_page=4) **Applicants**

Review 0 Applicants (/jobs/2795711/applications)

Edit Details (/jobs/2795711/edit)

Expire Job

View profiles and download application documents.

Duplicate job (/jobs/2795711/duplicate?job_id=2795711)

Postings

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Interviews (/interview_schedules)

Fairs (/career_fairs)

School	Applicant Count	Last Update	Status	Comment Count
#19 Belmont University		Requested 4 minutes ago	Pending	None
#11 Trevecca Nazarene University		Requested 4 minutes ago	Pending	None
Oral Roberts University		Requested 4 minutes ago	Pending	None
#4 Tennessee State University		Requested 4 minutes ago	Pending	None
Carson-Newman University		Requested 4 minutes ago	Pending	None
#17 East Tennessee State University		Requested 4 minutes ago	Pending	None
#8 The University of Tennessee-Knoxville		Approved 3 minutes ago	Approved	None
#14 The University of Tennessee at Chattanooga		Approved 4 minutes ago	Approved	None

	School	Applicant Count	Last Update	Status	Comment Count	
Home (/)	#6 The University of Tennessee-Martin		Requested 4 minutes ago	Pending	None	≡
My Profile (/users/4517801)	#7 Tennessee Technological University		Approved 4 minutes ago	Approved	None	≡
Company Profile (/employers/151777)	#16 Western Kentucky University		Requested 4 minutes ago	Pending	None	≡

Postings

Jobs

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Fairs

(/career_fairs)

Npt

(/employers/151777)

Development/Marketing Associate

Favorite Job

Nashville Public Television (/employers/151777)

About this Job

Nashville Public Television seeks a Development/Marketing Associate responsible for assisting in various development and marketing activities including on-air and online fundraising campaigns, special events, data entry and general administrative support. Specific duties include:

- Coordinates administrative functions of on-air fundraising campaigns
- Ordering and fulfillment of all premiums related to NPT's on-air fundraising
- Data entry related to premiums and general data entry into NPT's fundraising databases
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- Assists in development of online fundraising and marketing initiatives
- Oversees NPT volunteer programs; recruits volunteer groups for NPT's on-air fundraising campaigns
- NPT contact for concert ticket offerings
- Assists with NPT fundraising events and community events as needed

Qualifications: Bachelor's degree preferred; high comfort level working with Microsoft Excel and large databases; one to two years relevant experience, ability to work evenings and weekends; strong verbal, written, and interpersonal communication skills; ability to multi-task, while paying close attention to detail; customer service experience.

Submit cover letter and resume to Human Resources, Attn: Development/Marketing Associate, Nashville Public Television, 161 Rains Avenue, Nashville, TN 37203; or submit e-mail to employment@wnpt.org. Position open until filled.

NPT IS AN EEO EMPLOYER

About Nashville Public Television

NPT inspires, educates, and engages our community through excellence in public media.

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My Profile

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(/contacts)

Campus

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(/interview_schedules)

Fairs

(/career_fairs)

Location

Nashville, Tennessee, United States of America

Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent

Company Details

COMPANY SIZE

10 - 50 employees

INDUSTRY

Movies, TV, Music industry

COMPANY TYPE

Unknown

HEADQUARTERS

161 Rains Ave, Nashville, Tennessee 37203, United States

WEBSITE

http://www.wnpt.org

SOCIAL MEDIA

(No Facebook Listed)

(No Twitter Listed)

(No LinkedIn Listed)

Employer Preferences

ALLOWED SCHOOL YEARS


All school years and graduation dates allowed

ALLOWED MAJORS

All majors allowed

WORK AUTHORIZATION REQUIREMENTS

[Dashboard](#) > [Job Detail](#)

[Edit Job](#) 

[View Applicants](#) 

[More](#) ...

Development/Marketing Associate

Managing your job posting:

#5

- Click on the icons above to expire, refresh or delete your job.
- To view candidates who have applied, click on the View Applications icon above.
- Your job posting activity is listed below.
- Click the edit icon to make changes to the job details.

Activity

STATUS	DATE POSTED	# OF SEARCHES MATCHED
Pending	6/10/2019	0
FILLED?	APPLICATION DEADLINE DATE	# OF VIEWS
No	7/10/2019 11:59 PM	0

POSITION INFORMATION

JOB TITLE
Development/Marketing Associate

NO. OF OPENINGS
1

WORK SCHEDULE

HOURS PER WEEK
full time

WAGE/SALARY
varies w/ experience

EMPLOYMENT START DATE

Please Note: On-Campus Interviewing (OCI) positions should be entered in the On-Campus Interviewing section.

RELATED RESOURCES



Cancel

* indicates a required field

Position Information

ID

72409

#9

Position Type *

Post Graduate opportunities require 0-2 years experience.

- Post Graduate Job
- Summer Internship
- Fall Internship
- Spring Internship
- Fellowship / Scholarship (Fulbright, etc.)
- Short Term Experiential Program

Restrict Applications

Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set

- Yes
- No

Title *

Development/Marketing Associate

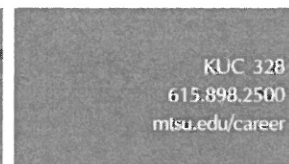
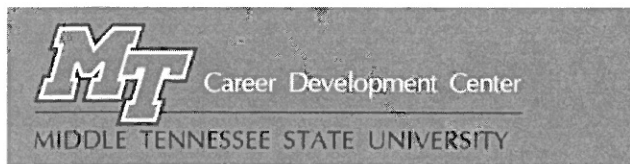
31/60

Job Description *

B I

Nashville Public Television seeks a Development/Marketing Associate responsible for assisting in various development and marketing activities including on-air and online fundraising campaigns, special events, data entry and general administrative support. Specific duties include:

Position Statement: U.S. Internships A Definition and Criteria to Assess Opportunities And Determine the Implications for Compensation



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New Job > Job Profile

Page Functions

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Resource Library

Viewing Job: 9263/Development/Marketing Associate

Profile View Position Information Contact Information Posting Information Document Categories

Position Information

[Edit]

Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.

Click the [View Activity] link above to view all activity for this job posting.

Click the [Close Job] link above to close this job.

*Job ID: 9263

*Job Title: Development/Marketing Associate

Organization Name: Nashville Public Television

No of Openings:

Hours per Week:

*Salary Type: Annual Salary

*Wage Amount: varies w/ experience

Employment Start Date:

*Position Description: Nashville Public Television seeks a Development/Marketing Associate responsible for assisting in various development and marketing activities including on-air and online fundraising campaigns, special events, data entry and general administrative support. Specific duties include:

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Qualifications: Qualifications: Bachelor's degree preferred; high comfort level working with Microsoft Excel and large databases; one to two years relevant experience, ability to work evenings and weekends; strong verbal, written, and interpersonal communication skills; ability to multi-task, while paying close attention to detail; customer service experience.

*How to Apply: Submit cover letter and resume to Human Resources, Attn: Development/Marketing Associate, Nashville Public Television, 161 Rains Avenue, Nashville, TN 37203; or submit e-mail to employment@wnpt.org. Position open until filled.

NPT IS AN EEO EMPLOYER

Online Application Address:

Contact Information

[Edit]

*First Name: Human

Middle Initial:

*Last Name: Resources

*Address Line 1: 161 Rains Avenue

Address Line 2:

*City: Nashville

*State: TN

*Zip: 37203

Country:

Phone: 615-259-9325

*Email : employment@wnpt.org

Website :

Posting Information

[Edit]

Position Location City:

Position Location State:

*Job Function: Broadcasting, Journalism & Electronic Media
Marketing

*Position Type: Professional Entry Level

*Full-Time or Part-Time?: Full-Time

If internship or co-op, please list # of weeks:

#10

Minimum GPA:
***U.S. Work Authorization:** Eligible to work WITH employer visa sponsorship now or in the near future
Graduation Start:
Graduation End:
Classification:
Degrees:
Majors :
Screen by U.S. Work Authorization: No
***Post Date:** 6/10/2019
***Expiration Date:** 7/10/2019
Show My Contact Info: Yes
Allow applicants to apply online through Lightning CareerLink : Yes
***Are you a third party recruiter or staffing agency?:** No

Document Categories

[Edit]

<u>Document Categories Allow Selection</u>	<u>Document Categories Require Selection</u>
Cover Letters	Cover Letters
Resumes	Resumes
Unofficial Transcripts	

Control Information

*Status: Pending

Job Postings

Development/Marketing Associate **NOT APPROVED**
Nashville, Tennessee United States - Full-Time/Degreed

ID: 11860

Expiring on Jul 10, 2019 Posted On Jun 10, 2019

0 

Applicants

#12

Career Services Management System

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