

## Exhibit C

Part One for the Period Commencing August 1, 2014 through July 31, 2015

Copies of Notices, etc.

## Requisition: Financial Accounting Manager

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>11/21/14</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>322</b>	Replacement for:
Title: <b>Financial Accounting Manager</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>9/3/15</b>
Status: <b>Filled</b>	Filled By: <b>Jean Ijichi</b>
# of openings: <b>1</b>	Start Date: <b>3/16/15</b>
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Reports To: Controller**

**Department: Finance**

**Division: Administration**

**Status: Full-Time/Regular**

**Position Summary:**

KQED is embarking on a multi-year fundraising Campaign. This Campaign is to raise money to increase resources necessary in the digital media revolution. The Financial Accounting Manager is a hands on position responsible for managing all financial aspects of the Campaign ensuring the integrity and accuracy of the organization's Campaign financial activity. This includes preparing and managing the accounting of the Campaign; preparing and managing the cash flow activity of Campaign funds by genre and project; and participating in the development of budgets and forecasts for the Campaign. The Manager will report regularly to various stakeholders on the financial status of the Campaign. The Manager will ensure that GAAP accounting standards are adhered to.

**Essential Functions:**

1. Accounting for Campaign cash, pledges, revenue, expenditures, net assets and reconciliation to the General Ledger.
  - a. In conjunction with the Controller, review donor gift documentation and restrictions to understand the revenue recognition, and discount and amortization on long term pledge receivable.
  - b. Runs appropriate Campaign expense reports from the General Ledger to release temporarily restricted Campaign cash and net assets and prepares journal entries with supporting documentation.
  - c. Develops, prepares and maintains Campaign finance schedules to track on a cumulative basis, revenue, expense, pledge receivable; cash and net assets
  - d. Prepares and maintains cash flow in conjunction with Development. Maintains long-term cash forecasts in relation to campaign operating and capital spending.
  - e. Monitors expenditures to Campaign budget and forecast
  - f. In conjunction with Development, maintains Campaign donor documentation, paying special attention to donor restrictions. Collaborates and coordinates with Development on Campaign initiatives. Reviews and understands all approved initiatives for the Campaign.
  
1. Prepares standard and special reports of Campaign activity and analysis for KQED management and donors as needed.
2. Works with the Financial Services Group Managers (FSG), responsible for monitoring the financial management of resources utilized by each department and projects, as it relates to Campaign. As campaign activity increases, participation in forecasting in SAP may be required.
3. Participates in the development of the Campaign budgets and monthly forecast meetings in conjunction with the FSG and departments responsible for the Campaign budget as needed.
4. Works directly with other members of the accounting team during the monthly close process to ensure timely and accurate reporting of Campaign financial results to both internal and external users.
5. Works cooperatively with the Assistant Controller for financial tracking of jointly funded projects that include Campaign support and operating support.
6. Assists the Controller in establishing and maintaining sound work flow processes and procedures related to Campaign cash receipts and expenditures.
7. Maintain well organized shared files for easy access by others in the organization.
8. Assists with annual audits and external reporting as it pertains to Campaign
9. Other Accounting duties as assigned by the Controller and CFO.

**Knowledge/Experience Required:**

- Seven to ten years' experience in accounting
- Working knowledge of GAAP & FASB accounting principles

- Excellent communication and interpersonal skills are necessary when interacting with customers and to convey complex financial information in a clear, concise way.
- Highly organized and methodical with strong attention to detail
- Ability to prioritize requirements and meet deadlines
- Strong organizational and time management skills
- Must be able to work independently and collaboratively in a team environment
- Advanced Excel skills required
- Working knowledge with different ERP systems

**Knowledge/Experience Desired**

- Prior auditing and financial statement preparation experience a plus.
- Non-profit accounting experience a plus.
- Public broadcasting industry experience a plus.

**Credentials/Education Required :**

BS degree in Business Administration, Finance or Accounting

**Tracking:**

Added to system: 11/21/14 4:13 PM

ID: 322

Last updated: 9/3/15 11:23 AM





# Financial Accounting Manager

KQED - San Francisco Bay Area

Posted 1 day ago

Apply on company website

Save

## Other Details

### About this job

#### Job description

KQED is currently seeking a Financial Accounting Manager to work on our multi-year fundraising campaign. KQED's goal with this campaign is to raise money to increase resources necessary for the digital media revolution. Working alongside our Controller, the Financial Accounting Manager will be responsible for managing all financial aspects of the campaign including preparing and managing the campaign cash flow activity by genre and project as well as participating in the development of budgets and forecasts for the campaign. In this role you will report regularly to campaign stakeholders on the financial status of the campaign and ensure that GAAP accounting standards are followed. The qualified candidate will enjoy digging in to the details of the donations and ensuring that the donor wishes and guidelines are followed. The ideal candidate will have 7-10 years accounting experience and have excellent verbal and written communication skills. Must be able to work well with all levels of the organization and be a highly organized individual. Advanced Excel skills are required. This is a great opportunity to join a growing organization that provides a valuable media service to our community. KQED programming is award-winning and inspiring. Visit our website today for a detailed description of this position and to apply online.

### About this company

✓ Following company

Your Northern California NPR and PBS stations, offering a community-supported, non-profit alternative to commercial media.

Through Public Television, Public Radio, Interactive, and Education, KQED provides citizens with the knowledge they need to make informed decisions; convene community dialogue; bring the arts to everyone; and engage audiences to share their stories.

KQED helps students and teachers thrive in 21st century classrooms, and takes people of all ages on journeys of exploration—exposing them to new people, places and ideas.

KQED celebrates diversity, embraces innovation, values lifelong learning and partners with those who share our passion for public service.

### Contact the job poster

Reach out for more information or to follow up on your application.



**Debbie Jue**  
Board Relations/ Employee...

Send message

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Get salary range for this job



See who's viewing your profile

Start your free trial

### People you know at KQED

Reach out to your connections for a referral.



You



Kevin Cooke



Bruce Koon



Zaldy Serrano

and 56 more



### People also viewed

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San Francisco Bay Area  
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Posted 7 days ago
- Accounting Manager/Assistant...  
San Francisco Bay Area  
Posted 10 days ago
- Accounting Manager  
San Francisco Bay Area  
Posted 4 days ago
- Accounting Manager  
San Francisco Bay Area  
Posted 7 days ago



Staff Accountant - San Mateo  
San Francisco Bay Area  
Posted 27 days ago



Accounting Manager  
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Posted 3 days ago



Corporate Accounting Manager  
San Francisco Bay Area  
Posted 7 days ago

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## Requisition: Financial Accounting Manager

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>5/14/15</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>385</b>	Replacement for: <b>Jean Ijichi</b>
Title: <b>Financial Accounting Manager</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date:
Status: <b>Final Offer Extended</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: <b>[1]</b> Liang, Diana	Offer Approvers: <b>[1]</b> Cabanatuan, Adrianne
<b>[2]</b> Cabanatuan, Adrianne	

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

KQED is embarking on a multi-year fundraising Campaign. This Campaign is to raise money to increase resources necessary in the digital media revolution. The Financial Accounting Manager is a hands on position responsible for managing all financial aspects of the Campaign ensuring the integrity and accuracy of the organization's Campaign financial activity. This includes preparing and managing the accounting of the Campaign; preparing and managing the cash flow activity of Campaign funds by genre and project; and

participating in the development of budgets and forecasts for the Campaign. The Manager will report regularly to various stakeholders on the financial status of the Campaign. The Manager will ensure that GAAP accounting standards are adhered to.

**Essential Functions:**

1. Accounting for Campaign cash, pledges, revenue, expenditures, net assets and reconciliation to the General Ledger.
  - a. In conjunction with the Controller, review donor gift documentation and restrictions to understand the revenue recognition, and discount and amortization on long term pledge receivable.
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4. Participates in the development of the Campaign budgets and monthly forecast meetings in conjunction with the FSG and departments responsible for the Campaign budget as needed.
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6. Works cooperatively with the Assistant Controller for financial tracking of jointly funded projects that include Campaign support and operating support.
7. Assists the Controller in establishing and maintaining sound work flow processes and procedures related to Campaign cash receipts and expenditures.
8. Maintain well organized shared files for easy access by others in the organization.
9. Assists with annual audits and external reporting as it pertains to Campaign
10. Other Accounting duties as assigned by the Controller and CFO.

**Credentials/Education Required:**

BS degree in Business Administration, Finance or Accounting

**Knowledge/Experience Required:**

- Seven to ten years' experience in accounting
- Working knowledge of GAAP & FASB accounting principles
- Excellent communication and interpersonal skills are necessary when interacting with customers and to convey complex financial information in a clear, concise way.

- Highly organized and methodical with strong attention to detail
- Ability to prioritize requirements and meet deadlines
- Strong organizational and time management skills
- Must be able to work independently and collaboratively in a team environment
- Advanced Excel skills required
- Working knowledge with different ERP systems

**Knowledge/Experience Desired:**

- Prior auditing and financial statement preparation experience a plus.
- Non-profit accounting experience a plus.
- Public broadcasting industry experience a plus.

**Tracking:**Added to system: **5/14/15 1:55 PM**ID: **385**Last updated: **7/16/15 9:05 AM**

CL SF bay area > san francisco > jobs > accounting/finance

reply below Posted: 33 minutes ago

### Financial Accounting Manager (potrero hill)



compensation: **Competitive**

non-profit organization



#### Position Summary:

KQED is embarking on a multi-year fundraising Campaign. This Campaign is to raise money to increase resources necessary in the digital media revolution. The Financial Accounting Manager is a hands on position responsible for managing all financial aspects of the Campaign ensuring the integrity and accuracy of the organization's Campaign financial activity. This includes preparing and managing the accounting of the Campaign; preparing and managing the cash flow activity of Campaign funds by genre and project; and participating in the development of budgets and forecasts for the Campaign. The Manager will report regularly to various stakeholders on the financial status of the Campaign. The Manager will ensure that GAAP accounting standards are adhered to.

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BS degree in Business Administration, Finance or Accounting

**Knowledge/Experience Required:**

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- Ability to prioritize requirements and meet deadlines
- Strong organizational and time management skills
- Must be able to work independently and collaboratively in a team environment
- Advanced Excel skills required
- Working knowledge with different ERP systems

**Knowledge/Experience Desired:**

- Prior auditing and financial statement preparation experience a plus.
- Non-profit accounting experience a plus.
- Public broadcasting industry experience a plus.

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
- OK to highlight this job opening for persons with disabilities

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

## Requisition: Human Resource Specialist

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>8/14/14</b>	Reason for Opening: <b>New Position</b>
Job Code: <b>275</b>	Replacement for:
Title: <b>Human Resource Specialist</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>10/20/14</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>0</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Reports To:** Human Resources Manager

**Department:** Human Resources/Labor Relations



**Division:** Administration**Position Summary:**

The Human Resources Specialist serves as an internal recruiter and resource for company managers to recruit for and fill openings as well as to coordinate the overall recruitment and coordination of the KQED Internship program. Additionally, this position will be participate in and contribute to critical HR projects as they occur.

**Essential Functions:**

1. Recruit for assigned staff positions at KQED ensuring a qualified and diverse candidate pool.
2. Ensure hiring manager and team preparedness for the interview process and that interviews are conducted efficiently and professionally.
3. Evaluate candidate's qualifications, including reference checks, salary recommendations, offer letter generation and offer acceptance/declines.
4. Compile and update reports for job openings, hires and post hire summaries.
5. Propose and implement ongoing improvements to KQED recruitment efforts.
6. Coordinate the KQED Internship program including recruitment and participation in all offsite job/intern fairs and career panels.
7. Coordinate the new hire orientation which includes developing an extended orientation program with participation from other divisions.
8. Works with Human Resources Team to review and maintain employee policy guide.
9. Create, edit and revise job descriptions as needed.
10. Works with Human Resources Manager to complete mandatory employment reports as required (SAS, EEO 1, and FCC).
11. Collaborate with Human Resources staff to promote strong company culture and unified HR strategy.
12. Perform other human resource related projects as required.

**Knowledge/Experience Required:**

1. Minimum two years of experience in a recruitment role handling a variety of positions
2. Understanding of equal employment opportunity laws that relate to employment and hiring practices
3. Proven track record of working independently and/ or part of a small team.
4. Ability to prioritize multiple functions and tasks and manage work time efficiently.
5. Strong written and communication skills (including presentation skills).
6. Ability to interact effectively with all levels of employees and management

**Knowledge/Experience Desired:**

- 1. PHR preferred
- 2. BA degree preferred

**Tracking:**

Added to system: 8/14/14 2:42 PM

ID: 275

Last updated: 10/21/14 12:19 PM

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## General Information

**Job title:** Human Resources Specialist  
**Owner:** Adrienne Cabanatuan

Status: Active - 8/14/2014, Expires - 9/13/2014

P.O.#/Requisition code:

City, region, area: San Francisco

State/province: California

Zip/postal code: 94110

Job type: Full-Time

Compensation/benefits:

## Job Classification

Job Category: HR Specialist  
 Recruiter

## Job Description

Job description:

KQED is a leader in public broadcasting with award winning quality content on Radio, Television and the web. We are seeking a motivated, committed human resources professional looking to take on new responsibilities in their career. Our Human Resources will serve as an internal recruiter and resource for company managers to recruit for and fill openings as well as to coordinate the overall recruitment and coordination of the KQED Internship program.

Working as a member of a team you will have the opportunity to have an impact on KQED and its employees. Our top candidate will enjoy working with people inside KQED and building partnerships outside of KQED to ensure the best possible candidates for our openings. In this role you will coordinate the KQED Internship program in recruitment, on-boarding as well as additional activities for interns such as workshops and fun events.

The qualified individual will have a minimum of 2 years experience in a recruitment role. Individuals must be able to work well with others, solve problems and respond to a variety of issues.

We are looking for a team player who wants to help drive our organization forward. If this sounds like it suits you and your career goals, visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs) for a complete description of the position and to apply.

## Job Requirements

Education, training, experience:

## Traffic Analytics HTML

If you track and report on seeker traffic (Google Analytics for instance) please place your tracking HTML in this field. This is an optional field.

## Job Flash E-Newsletter Summary (text only)

### Human Resources Specialist KQED - San Francisco, California

Join a great department of Human Resources professionals who enjoy what they do and working together to support KQED Public Broadcasting. This position has responsibilities in recruitment, new hire orientation and coordinating our internship program. We offer a competitive salary and benefits package including medical, dental, vision and retirement program. Visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs) for a full description of the position and to apply.

## Application Options & Instructions

Indicate how job seekers may apply. Accept online applications (with optional email notification) and/or accept applications directly by email. Use the 'Contact information, application instructions' area to provide further instructions, alternate ways to apply (fax, phone, your web site, etc.), and/or your contact information.

**Apply online?:** No      Send notifications to: [acabanatuan@kqed.org](mailto:acabanatuan@kqed.org)  
(through Career Center)

**Apply by email?:** No      Email address: [acabanatuan@kqed.org](mailto:acabanatuan@kqed.org)

**Apply by link?:** Yes      Link: <http://ch.tbe.taleo.net/CH07/ats/careers/requisition.jsp?org=KQED&cws=4&rid=275> (required if 'Yes', start with http:// or https://)

(Website or ATS)

HyperLink Text: Click here to apply. (required if 'Yes')

If you want the seeker to apply using your Website or ATS system, please use Apply by link

### Apply by Contact Information?:

**Contact info. (name, phone, fax) and/or instructions ('apply in person...'):** (Visible to job seekers.)

(none)

(required if 'Yes')

## Applicant Screening

Ask job seekers specific questions when applying and calculate a score based on their responses.

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## Requisition: Product Manager

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>3/13/15</b>	Reason for Opening:
Job Code: <b>367</b>	Replacement for:
Title: <b>Product Manager</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date:
Status: <b>Resumes being reviewed by HR</b>	Filled By:
# of openings: <b>2</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The KQED product group spearheads the development of digital experiences across responsive web and native mobile apps. We work with urgency and passion to create content-centric experiences that inform, educate, and inspire our audiences.

Our next Product Manager brings expertise creating successful end-to-end experiences by considering all facets of a product; from content strategy to format (with an emphasis on journalistic audio and video), platform (especially mobile), and audience engagement across the spectrum, from casual consumers to members.

The Product Manager is responsible for product planning, execution, and evaluation throughout the product lifecycle, including: gathering and prioritizing product and user requirements, defining the product vision, and working closely with editorial, engineering, marketing, and revenue (corporate support, foundations, membership) to ensure key performance indicators (KPIs) are met. The Product Manager's job also includes ensuring that the product fits into the entire product portfolio and supports the company's overall strategy and goals.

- Drive the end-to-end product lifecycle process, including:

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[cramos@kqed.org](mailto:cramos@kqed.org)[Overview](#)[Jobs](#)[Candidates](#)

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## Product Manager, KQED Lab

KQED Inc. – San Francisco, CA

[Get more candidates by sponsoring this job \\$20.00/day](#)61 applications  
with sponsoring\*14 applications  
without sponsoring\*[edit job](#)[close job](#)[find candidates for this job](#)

Views: 0

Candidates: 0

Status: Open – [pause](#)

Created: Mar 30

*This job will be visible on Indeed shortly.*

\* Estimated in the next 4 weeks

Estimates are based on Indeed's past results of similar titles. This is not a guarantee of future performance.

### Candidates

0

New

0

Reviewed

0

Phone  
Screened

0

Interviewed

0

Offer Made

0

Hired

0

Rejected

[View all \(excluding Rejected\)](#) – [Add Candidate](#)

### Job Description

#### Position Summary:

The KQED Lab is a new entity inside KQED focused on innovating and incubating new products and services to serve the changing media needs of the Bay Area. The KQED Lab provides space, resources and process to take ideas from concept to prototype. The KQED Lab also produces a series of KQED staff workshops and events to increase KQED's innovation culture, professional learning and immersion in the latest media technologies.

The KQED Lab Product Manager oversees all day-to-day operations of the KQED Lab and is intimately involved with all aspects including its operations, strategy and project selection. The KQED Lab has just kicked off its inaugural class and the Product Manager will have the opportunity to shape the KQED Lab program and put his/her own stamp on it. This role is responsible for guiding, tracking, and managing the lifecycle of KQED Lab projects including project plans, schedules, active management of prototypes, needs analysis, status reporting and resource forecasts. The KQED Lab Product Manager proactively grows relationships inside KQED for a variety of roles – applicants, administrative support, subject expertise – and builds and nurtures relationships outside KQED with the Lab advisors, partners and mentors. And most importantly, the Product Manager will have the opportunity to work closely with the KQED Lab teams to provide training and support for successful project completion according to expectations set in collaboration with KQED Lab leadership.

The ideal candidate will have the following:

- Passion for and belief in the mission of public media to help foster a more informed, connected, and empowered society.
- A design thinking mindset that is based in a human-centered approach and uses an iterative process of observation, ideation, rapid prototyping and testing.
- Strong operational, get-it-done attitude with a startup mentality. The Product Manager needs to have the skills to make it all happen efficiently with an eye

toward how we improve through iteration and experimentation.

The KQED Lab is at an exciting time; we have just launched our first class of projects. Come join us!

**Essential Functions:**

- Support KQED's business objectives by aligning Lab activities with the organizational goals and objectives.
- Manage the portfolio of Lab projects – from scoping, timelines, budgeting and assigning resources – guiding projects through the process from idea to prototype.
- Lead and coordinate staff while on assignment in the Lab, communicate process, objectives and deliverables, and coordinate team activities, including cross department needs, to ensure project milestones are achieved.
- Manage Lab workshops, speaker series and learning events for KQED staff.
- Work in close collaboration with KQED Product team to develop prototypes of KQED Lab products.
- Coordinate the selection and supervision of outside contractors for Lab projects, including contract negotiation and budget oversight.
- Design, improve existing and oversee administrative systems to ensure adherence to policies and procedures, and effective project management and communication within the Lab and cross department staff.
- Ensure documentation of Lab activities (i.e., photography) and manage metrics collection and reporting as well as regular narrative reports on Lab activities.
- Other duties, as assigned by the KQED Lab Director.

**Credentials/Education Required :**

B.S. or B.A.

**Knowledge/Experience Required:**

- Successful project management experience leading cross-functional, cross organizational teams through a product development process.
- Excellent written and verbal communication skills, including emails, making and presenting decks, blog posts, and interacting with key stakeholders such as teams, cross department managers in Legal, Finance, Facilities and HR.
- Familiarity with user-centered, prototype-driven design process.
- Very proficient with tools such as Excel, PowerPoint/Keynote, Slack, Google Drive, Basecamp.

**Position Qualifications:**

- 3+ years relevant online work experience leading digital media product development in a Product Management or similar role.
- Demonstrated success defining and launching excellent human-centric products.
- Examples and at least one sample of an effective product document (i.e., product roadmap) delivered in the past.
- Excellent written and oral communication skills. Proven ability to present/demo complex ideas and products to a large group, author compelling, public-facing product materials, and work directly with clients and executives.
- Proven ability to influence cross-functional teams without formal authority.
- Self-motivated, flexible & a strong multi-tasker with a hands-on approach to getting things done.
- Immersed in emerging web, media and mobile technologies.
- Experienced in human-centered, design-thinking processes.
- Able to interact and communicate diplomatically with multiple internal departments, management, and other team members.
- Strong project management skills and the ability to prioritize and deliver against multiple, concurrent programs.
- Highly organized, detail-oriented, responsible, self-motivated.
- True team player and thrives in influencing a team of peers.
- Demonstrated budget development and tracking expertise.
- Must possess a sense of humor, or be willing to obtain one.

- Ability and willingness to contribute effectively to the efforts of a high-energy, high performance collaborative organization of professionals committed to utilizing the resources of KQED on behalf of the community.

**Knowledge/Experience Desired:**

- Project Management Professional (PMP) or other project/program management certification
- Experience working on small, collaborative, scrappy teams in a fast-moving environment.
- Experience coaching and mentoring others. Previous teaching experience a plus.
- Comfortable capturing events and workshops with video and/or still photography, and processing and publishing.
- Background in news media or journalism preferred.
- Bachelor's degree (MBA preferred).

To apply for this position, please visit: <http://ww2.kqed.org/about/jobs/>

Job Type: Full-time

Required experience:

- Digital Media Product Development: 3 years

We have set up application questions for your job.

Candidates will be asked to give a "yes" or "no" response to the following questions:

- Do you have at least **3 years of Digital Media Product Development** experience?



**Requisition: Coordinator, Campaign****Requisition Owner(s):**

Requisition Owners: Liang, Diana

**Requisition Information:**

Opened Date: 1/30/15	Reason for Opening:
Job Code: 338	Replacement for:
Title: <b>Coordinator, Campaign</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>3/10/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

**Approvals:**

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description: Position Title: Coordinator, Campaign

Reports To: Associate Director, Campaign

**Position Summary:** KQED has launched a three to five-year potentially \$85 million campaign for the purpose of transforming from a television and radio organization to a digital media community-service organization. The campaign is additive to the private funding KQED currently raises annually (approximately \$70 million). The **Coordinator, Campaign** will report to the Associate Director, Campaign and work closely with the Chief Development Officer, Associate Director, Campaign, members of the leadership giving team including the Sr. Director of Leadership Giving, other members of the development team, KQED's President, Board Members and other non-Board campaign fundraising volunteers to help implement this exciting transformational effort.

The **Coordinator, Campaign** is a fulltime position, based in our San Francisco headquarters. The ideal candidate will have multi-year experience in non-profit project management or a related field (marketing, event planning, fund raising). The Coordinator, Campaign will report to the Associate Director, Campaign. The main responsibilities will include managing and tracking Campaign event logistics, researching Campaign prospects, reconciliation of Campaign gifts in both the internal Salesforce.com database and with the finance department, and other duties to ensure the campaign meets its internal deadlines and financial goals.

1. **Cultivation events (30%)** Support the planning and execution of campaign cultivation events, in partnership with the Chief Development Officer, Associate Director, Campaign, leadership giving staff and Events Manager; logistics may include working with outside vendors, overseeing invitation process, researching attendees, tracking RSVPs, and helping to create event program.
1. **Campaign meeting support (25%)** Coordinate logistics of Campaign meetings with prospects that may include KQED's president, Chief Development Officer and members of the Campaign Leadership Council; manage follow up items from meetings as they are determined.
1. **Campaign 21 data and gift management (20%)** Work closely with the Associate Director, Campaign in implementing and using KQED's CRM database; manage Campaign acknowledgement process; collaborate with finance manager to ensure gifts are reconciled accurately and on a timely basis.
1. **Marketing and Collateral (10%)** create and update Campaign materials as needed; work with internal design department to create Campaign collateral (stationary, letterhead, etc.); In conjunction with Associate Director, Campaign draft and distribute quarterly Campaign electronic newsletters to donors and prospects.
1. **Volunteer management and support (10%)** Identify, research, and prepare lists of prospects for committees, board members and fundraising volunteers. Committees could include Silicon Valley Community Connection Council and Campaign Leadership Council; Coordinate and follow up with KQED Board Members and others who have volunteered to assist in different campaign cultivation and solicitation capacities.
1. Other duties as assigned (5%).

**Knowledge/Experience Required:**

1. 3-5 years of experience with in related field and similar responsibilities (development, marketing, event management).
2. BA or BS degree-Required
3. Strong written and verbal communications, both in-person and written including electronic communication.
4. Excellent project management skills with the ability to coordinate multiple assignments, projects, deadlines and volunteers.
5. Self-starter committed to working collaboratively and within a team and across departments at KQED.
6. Prior experience using database systems is required especially experience with data entry, tracking activities and reporting; Salesforce experience is preferred.
7. Prior experience working successfully with high-level volunteers will be relevant and extremely helpful in this role.
8. Some experience creating and developing marketing materials preferred.
9. Experience with event management and ability to assist with all aspects of events and meetings as needed including managing expenses to stay within a given budget.
10. Commitment to mission of KQED. Knowledge of issues related to public media is useful but not required.

**Tracking:**

Added to system: 1/28/15 2:16 PM

ID: 338

Last updated: 3/12/15 10:36 AM

## Diana Liang

---

**From:** craigslist - automated message, do not reply <robot@craigslist.org>  
**Sent:** Friday, January 30, 2015 3:25 PM  
**To:** Diana Liang  
**Subject:** craigslist post 4870763504: "Coordinator, Campaign"

This email contains:

- 1) information about your transaction
- 2) instructions for how to locate and manage your post
- 3) instructions for contacting craigslist
- 4) terms of use

- 
- 1) information about your transaction

posting ID: 4870763504  
date: 2015-01-30

Item: jobs posting  
Title: Coordinator, Campaign  
Location: SF bay area  
Category: nonprofit  
Price: \$75.00 USD

**Quantity: 1 posting debited against your prepaid block.**

The terms of use are in section 4 below.

---

- 2) how to locate and manage your posts

Your ad can be found here:

<http://sfbay.craigslist.org/sfc/npo/4870763504.html>

\*\*\* Please keep in mind that it may take up to 30 minutes for your posts to fully appear and be searchable in each appropriate category and area.

To edit, delete, or repost your ad:

<https://post.craigslist.org/u/QCIAONao5BGsvkbanYTMNQ/cddvr>

---

- 3) contact information for craigslist

for customer service issues:

## Requisition: Interactive Producer, The Do List

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: 11/12/14	Reason for Opening: <b>New Position</b>
Job Code: 320	Replacement for:
Title: <b>Interactive Producer, The Do List</b>	Employment duration: <b>Part time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>3/18/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: 1	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Reports To:** Executive in Charge, Arts

**Department:** KQED Arts

**Division:** Content

**Position Summary:**

KQED Arts is a community-supported television, radio and digital-media producer with a mission to change lives for the better, promote civic engagement and bring the arts to everyone. We do this by reporting on the people, ideas and emerging trends that define our rich artistic ecosystem and by helping our audience find the best shows and events the Bay Area has to offer.

If you love arts and entertainment, have a passion for organization and efficiency in publishing, and enjoy helping people have fun and enrich their lives, KQED Arts has an amazing opportunity for you. Be the founding producer of The Do List online, a web-based extension of the critically acclaimed, weekly KQED radio show, The Do List, hosted by Cy Musiker and David Wiegand.

The Do List online will recommend the best shows, performances and works of art throughout the Bay Area. Not every show will be covered, but rather what KQED Arts believes are the best shows, exhibits and performances, as selected by our network of contributors and edited by you. This is an extension of what Cy Musiker and David Weigand do every week on their show, only more, on a daily basis.

The Do List producer, in collaboration with your team of KQED Arts curators, will assign as many as two dozen short written descriptions (< 80 words) with found photos per week to KQED Arts' network of contributors. You will then edit and publish that content.

The Do List producer will also lead efforts to launch The Do List podcasting program.

**Essential Functions:**

- Keep up with and curate events in all areas of the Arts, including performing arts, visual arts, and music.
- Find and develop new writers; assign reviews and features; conceive and pitch ideas for new projects.
- Follow planning of KQED shows and Arts Desk closely and work with them to develop ideas for on-air stories The Do List Online coverage.
- Create The Do List podcasting format, produce shows, and manage schedule.
- Manage contract negotiation and processing for outside contributors.
- Edit Web material. Ensure accuracy and quality of writing and conformance with house style. Work with authors, refining and improving drafts or rejecting unsuitable submissions.

- Write headlines, teasers and other display copy.
- Identify and edit photos.
- Create or select audio or video elements.

**Knowledge/Experience Required:**

You will be passionate about the arts, knowledgeable about the local cultural scene, and possess strong editorial skills and instincts.

Besides solid editorial instincts and skills, you will possess top-notch organizational aptitude and experience.

You will be confident and effective in communicating with writers and timely and focused in bringing together KQED Arts curators to help select events for coverage.

Given the volume of texts and images, and the need for timely releases, the producer must be a productivity software all-star.

Consultation with the The Do List radio team will be important to ensure brand and quality continuity across the media platforms.

A confident, deft touch with Word Press will also be an important part of the job.

A passion for and demonstrable experience covering the arts – particularly in the Bay Area

Experience and enthusiasm with social media

Demonstrable collaboration skills and experience cultivating sources and partnerships

**Credentials/Education Required :**

B.A./B.S. degree in applicable field required

**Tracking:**

Added to system: 11/12/14 4:28 PM

ID: 320

Last updated: 3/18/15 6:13 PM

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SF bay area craigslist > san francisco > jobs > tv/film/video/radio > create posting  
Your posting will expire from the site in 30 days.

[ logged in as [djue@kqed.org](#) ] [ [logout](#) ]  
[ no profile selected ]

**Description**

**Price**

Interactive Producer, The Do list

SF bay area > city of san francisco > potrero hill > tv/film/video/radio \$75.00 USD

**Total amount charged: \$75.00 USD**

this is an unpublished draft.

[publish](#)

[edit text](#)

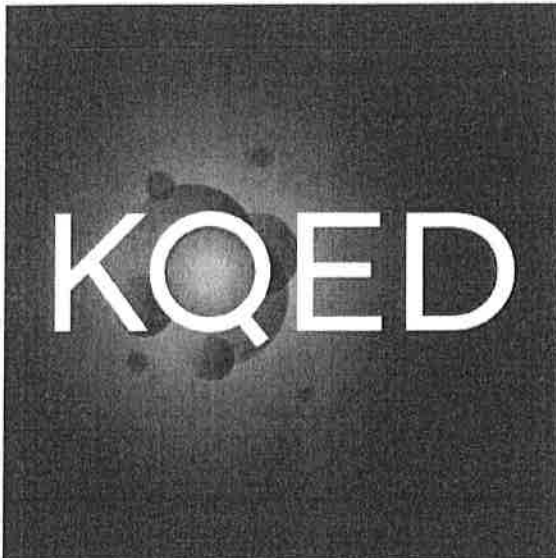
[edit map](#)

[edit images](#)

[CL](#) SF bay area > san francisco > jobs > tv video radio

reply below Posted: [seconds ago](#)

**Interactive Producer, The Do list (potrero hill)**



2601 Mariposa Street  
[\(google map\)](#) [\(yahoo map\)](#)

Position: Interactive Producer, The Do List  
status: Part-time  
Department:KQED Arts

compensation: **negotiable**

non-profit organization

KQED Arts is a community-supported television, radio and digital-media producer with a mission to change lives for the better, promote civic engagement and bring the arts to everyone. We do this by reporting on the people, ideas and emerging trends that define our rich artistic ecosystem and by helping our audience find the best shows and events the Bay Area has to offer.

If you love arts and entertainment, have a passion for organization and efficiency in publishing, and enjoy helping

people have fun and enrich their lives, KQED Arts has an amazing opportunity for you. Be the founding producer of The Do List online, a web-based extension of the critically acclaimed, weekly KQED radio show, The Do List, hosted by Cy Musiker and David Wiegand.

The Do List online will recommend the best shows, performances and works of art throughout the Bay Area. Not every show will be covered, but rather what KQED Arts believes are the best shows, exhibits and performances, as selected by our network of contributors and edited by you. This is an extension of what Cy Musiker and David Wiegand do every week on their show, only more, on a daily basis.

The Do List producer, in collaboration with your team of KQED Arts curators, will assign as many as two dozen short written descriptions (< 80 words) with found photos per week to KQED Arts' network of contributors. You will then edit and publish that content.

The Do List producer will also lead efforts to launch The Do List podcasting program.

Essential Functions: (Describe the principle continuing accountabilities of the position that must be performed to accomplish the purpose(s)/goals of the job. Focus on results or outcome of the job, not the way in which the job is performed.)

- Keep up with and curate events in all areas of the Arts, including performing arts, visual arts, and music.
- Find and develop new writers; assign reviews and features; conceive and pitch ideas for new projects.
- Follow planning of KQED shows and Arts Desk closely and work with them to develop ideas for on-air stories The Do List Online coverage.
- Create The Do List podcasting format, produce shows, and manage schedule.
- Manage contract negotiation and processing for outside contributors.
- Edit Web material. Ensure accuracy and quality of writing and conformance with house style. Work with authors, refining and improving drafts or rejecting unsuitable submissions.
- Write headlines, teasers and other display copy.
- Identify and edit photos.
- Create or select audio or video elements.
- Determine needs for rights clearances and permissions for acquired material. Acquire and file permissions and clearances.

#### Knowledge/Experience Required:

- You will be passionate about the arts, knowledgeable about the local cultural scene, and possess strong editorial skills and instincts.
- Besides solid editorial instincts and skills, you will possess top-notch organizational aptitude and experience.
- You will be confident and effective in communicating with writers and timely and focused in bringing together KQED Arts curators to help select events for coverage.
- Given the volume of texts and images, and the need for timely releases, the producer must be a productivity software all-star.
- Consultation with the The Do List radio team will be important to ensure brand and quality continuity across the media platforms.
- A confident, deft touch with Word Press will also be an important part of the job.
- A passion for and demonstrable experience covering the arts -- particularly in the Bay Area
- Experience and enthusiasm with social media
- Demonstrable collaboration skills and experience cultivating sources and partnerships

#### HOW TO APPLY

To apply, please send:

- A resume.
- A cover letter detailing your strengths as a producer and demonstrating your experience covering and/or participating in the arts.
- Please do NOT contact KQED employees directly.
- <http://www.kqed.org/about/jobs>

**ABOUT KQED ARTS**

KQED Arts is a community-supported television, radio and digital-media producer with a mission to change lives for the better, promote civic engagement and bring the arts to everyone. We do this by reporting on the people, ideas and emerging trends that define our rich artistic ecosystem and by helping our audience find the best shows and events the Bay Area has to offer.

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
- OK to highlight this job opening for persons with disabilities

posted: [seconds ago](#)

[email to friend](#)

♥ [best of](#) <sup>[2]</sup>

[edit text](#)

[edit map](#)

[edit images](#)

[publish](#)

## Requisition: Senior Editor, Arts

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: 1/9/15	Reason for Opening:
Job Code: 333	Replacement for:
Title: Senior Editor, Arts	Employment duration: Full time Regular
Location: KQED - San Francisco	Pay range:
EEO job category: (2) Professionals	Filled date: 5/1/15
Status: Closed	Filled By: Julie Chloe Veltman
# of openings: 1	Start Date: 5/1/15
Budget Status:	

### Approvals:

Requisition Approvers: [1] Liang, Diana

Offer Approvers: [1] Liang, Diana

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Company:** KQED

**Type:** Full-time, staff position

**Location:** San Francisco

**Unit: KQED Arts****POSITION SUMMARY:**

Working closely with the Executive in Charge, the Senior Editor leads the editorial development of the Arts service, including content strategies for growing a more diverse audience in every region of the Bay Area. Primarily and most importantly, this means developing KQED Arts web-based content, as well as radio and TV programming.

Specifically, the Senior Editor is responsible for implementing the KQED Arts editorial strategy. This includes collaborating with various producers and the Executive Producer of Audio and Video, tracking coverage on web, radio and television, and exploring new opportunities for content partnership, audience growth and grant funding. The Senior Editor will work to achieve maximum reach and audience impact of KQED Arts productions with an emphasis on using new technologies and social media. S/he will work closely with the Education Manager to ensure the delivery of original content, reach and relevance within formal and informal education settings. There are also a host of content creation opportunities for this position across our primary platforms. The position oversees the work of several content producers and reports directly to the Executive in Charge of KQED Arts.

This is a full-time, staff position in San Francisco with generous health and retirement benefits.

- Build an integrated KQED Arts editorial roadmap reflecting productions slated for release on web, radio and TV, complete with a publishing calendar of release dates.
- Help lead efforts to bring more audience to KQED Arts through collaboration with internal and company-wide marketing staff and resources.
- Utilize and analyze data to inform editorial planning, audience goals, products and services, and strategic direction.
- Manage key staffers, including the editor/curators in Music, Visual Arts, and Performing Arts, Pop Culture producer, and The Do List production team.
- Manage budget for freelance writers, editors and producers (including invoicing and payments) and coordinate style guide and copy editing practices.
- Consult with Education Manager in developing story ideas with educational impact for K-12 learners and for adults in less formal learning environments.
- Identify, hire, and edit freelance contributors in arts areas beyond the core Music, Visual Arts, and Performing Arts domains (i.e., Books, Digital Arts, Film, Arts News, etc).
- Lead special editorial programming and coverage efforts as trending topics and the seasons require.
- Create content for web, radio, and TV.
- Participate with the Executive in Charge in various long-range planning efforts.

- Consult regularly with Operations Manager on budget, legal, Development and HR matters.
- Other job functions:
- Fill in for other producers as needed
- Initiates and/or participates in special projects
- Other duties as assigned

### **KNOWLEDGE/EXPERIENCE REQUIRED**

- Deep knowledge and expertise of the Arts – ideally in the Bay Area - in order to not only guide KQED's coverage, but provide story ideas and contacts for potential story subjects or partnerships.
- Minimum of 5 years' experience as a journalist or editor in print, radio, television or web.
- Track record of successfully covering the arts in a way that appeals to a broad audience.
- A user of "new media" who consumes information in all forms and has a working knowledge of not only reaching, but engaging audiences in innovative ways.
- History of leadership which affects innovative change within an organization and fosters open dialogue about new ways of working together.
- Demonstrated skills at building a team, establishing processes, directing multifaceted projects and building partnerships.
- Proven ability to work collaboratively and cooperatively across different media platforms.
- Excellent communication skills with experience preparing and delivering persuasive proposals and presentations to all levels of an organization and major stakeholders, such as funders and potential corporate supporters.
- A passion for the arts and the role of the arts in the community and in the classroom.

### **HOW TO APPLY**

To apply, please send:

- A resume.
- A cover letter detailing your strengths as an editor and your experience covering and/or participating in the arts.
- Please do NOT contact KQED employees directly.

### **Tracking:**

Added to system: 1/9/15 12:21 PM

ID: 333

Last updated: 9/11/15 2:33 PM



Invoice 1836213323

LinkedIn Corporation  
 2029 Stierlin Ct, Mountain View, CA 94043 USA  
 Federal Tax ID: 47-0912023

**Billed To:** Debbie Jue

**Date:** 1/12/2015

**Invoice Total:** US\$0.00

Item	Description	Quantity	Rate	Price
1	30-day Job Posting (Credit) <ul style="list-style-type: none"> <li>• Senior Editor, KQED Arts</li> <li>• KQED - San Francisco Bay Area</li> <li>• Expires February 11, 2015</li> </ul>	1	1 Job Credit	1 Job Credit
2	Profile Matches <ul style="list-style-type: none"> <li>• For Senior Editor, KQED Arts</li> <li>• 24 profile matches + 5 free InMails</li> </ul>	-		US\$0.00

**Total Purchases:** US\$0.00

**Invoice Total:** US\$0.00

**Payment:** US\$0.00

**Balance:** US\$0.00

## Requisition: Project, Manager Annual Major Gifts-Gift Reporting, Analysis and Metrics

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>3/18/15</b>	Reason for Opening: <b>Internal Transfer</b>
Job Code: <b>371</b>	Replacement for: <b>Joshua vanDavier</b>
Title: <b>Project, Manager Annual Major Gifts-Gift Reporting, Analysis and Metrics</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>5/4/15</b>
Status: <b>Final Offer Extended</b>	Filled By: <b>Eric Gillespie</b>
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

#### Position Summary:

The Project Manager, under the direction of the Director, Major Donor Operations, is responsible for departmental internal fundraising reporting and analysis for the individual major gifts efforts of KQED. This position is responsible for Major Donor (dept 311) revenue and expense monthly forecast updates, assisting with annual budgeting, tracking and



analysis of aggregate monthly fundraising goals, portfolio reports for each of the individual Major Gift Officers which track the status of individual donors/prospects, and ad hoc report generation from a variety of software systems. Additionally responsible for assisting in monthly reconciliation of gift accounting and expenses and preparing any necessary journal entries, and providing donor meeting/event support. Finally this position provides back-up support for these monthly activities for the Planned Giving, Foundations and Campaign departments as needed.

#### **Essential Functions:**

- Complete periodic fundraising tracking, adjusting forecasts and generating reports including: (45%):
  - a. Produce and update all internal major gifts departmental fundraising reports, including but not limited to: monthly revenue (cash flow) statements, Major Gift Officer revenue tracking reports, volunteer fundraiser reports, and direct mail renewal requests. Produce and update on a monthly basis the information needed for each of the major gifts fundraisers to remain on target to raise their annual revenue goals and ensure the timely creation and distribution of reports showing gifts received in current and prior months and any changes in projections by individual donors for future months as noted by Major Gift Officers. Ensure all reports stay in balance with annual goals and SAP forecasting system. Ensure timely and accurate distribution of reports.
  - b. Manage annual, semi-annual, monthly and ad hoc reports in roundCause (Salesforce platform donor database) and WealthEngine (donor wealth screening database) to provide information to Major Gift Officers and volunteers for reaching their fundraising goals.
  - c. Identify and develop report needs over time including possible ad hoc queries and data needed in output files for reporting and solicitation purposes in support of Individual Major Giving.
  - d. On an annual basis (based on plans for the year ahead) update projected expenses for the coming fiscal year based on direction from the Director of Major Donor Operations including updating and creating internal departmental detailed spreadsheets. Report annual expense and revenue projections to Financial Services Group (FSG) for SAP entry.
- Reconcile Individual Major Giving reports against Finance Department reports (via Navision/Microsoft Dynamics NAV); run reports and make monthly forecasting adjustments to departmental revenue and expense projections (dept 311) for FSG to make in SAP accounting/financial software. Provide occasional back-up support for these activities to Planned Giving, Foundation, and Campaign departments (approximately 8 hours per month). (30%)
- Fundraising-related administrative duties as assigned including but not limited to (15%):
  - a. During times of heavy gift volume (e.g., end of tax/calendar year, end of fiscal year), assist with gift processing duties such as opening mail and coding gifts, gift data entry, photocopying/scanning backup paperwork, and drafting acknowledgment letters.
  - b. Track expenses, process invoices, and coordinate purchase orders as assigned.
  - c. Assist with on-air and online credit contracts/agreements as assigned.
  - d. Assist with stock sales and tracking stock gifts as assigned.
- Assist with donor events, including helping create invitation lists, taking RSVPs, performing biographical research on guests, generating name-tags and check-in lists, creating and producing gift bags for guests, fielding phone calls and emails leading up to events, attending and providing necessary assistance on event day, and entering donor interactions in donor database following the event. Participate in station activities as requested. (10%)

#### **Other Job Functions:**

Perform other duties as assigned

**Knowledge/Experience Required:**

1. Three plus years of internal/departmental financial-related reporting including: assistance with budgeting, monthly reconciliation of revenue and expenses, ad hoc financial reports, utilization and mastery of multiple financial software systems, and some analysis of reports.
2. Three plus years of project-related experience including successfully working on multiple projects simultaneously and multi-tasking.
3. Extensive experience with Excel spreadsheets, database entry, and word-processing documents with exceptional attention to detail.
4. Excellent communication skills, both written and verbal.
5. Excellent computer skills: Intermediate or Advanced level of Word, Excel, mail merge, email, and Internet experience required.
6. Proven ability to meet deadlines; self-motivation and initiative in identifying and solving problems.
7. Good interpersonal skills, including the ability to use tact and diplomacy. Ability to maintain discretion as relates to donor requests and gift information.
8. Available to work extra hours during occasional fundraising events, primarily evenings and occasionally on weekend.

**Knowledge/Experience Desired:**

- Non-profit fundraising tracking and reporting experience a plus but not required.
- Experience with Salesforce data platform preferred.
- 4-year college degree preferred

**Tracking:**

Added to system: 3/18/15 5:45 PM

ID: 371

Last updated: 9/11/15 2:32 PM



**Your job has been posted. It will appear online within the next hour.  
Thank you for posting at AFP Career Center**

The charge on your Amex statement will appear as "Boxwood Technology, Inc."

Please print this confirmation page for your records using the print button above.

A copy of this receipt/confirmation has been sent to **dliang@kqed.org**.

<b>Invoice #:</b>	2315277
<b>Date Posted:</b>	Friday, March 20, 2015
<b>Job Package Used:</b>	30-Day Job Posting
<b>Job ID:</b>	6970744
<b>Postings Remaining:</b>	0 of 1
<b>Credit Card:</b>	*****1083
<b>Charge:</b>	\$295.00 USD
<b>Appears As:</b>	Boxwood Technology, Inc.

#### Spread the Word

#### Share Your Job

SHARE ...

#### Short URL

<http://joburl.ws/6970744>

#### Permalink

<http://jobs.afpnet.org/jobs/6970744/project-manager-annual-major-gifts-gift-reporting-analysis-and-metrics>

#### Invoice Detail (2315277)

KQED  
Diana Liang

Friday, March 20, 2015

**Invoice #:** 2315277

## Requisition: Project Manager, Annual Major Gifts

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: 4/9/14	Reason for Opening: <b>Resignation</b>
Job Code: 234	Replacement for: <b>Sharla Pidd</b>
Title: <b>Project Manager, Annual Major Gifts</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: <b>8/11/14</b>
Status: <b>Filled</b>	Filled By: <b>Josh VanDavier</b>
# of openings: 1	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Reports To: Director, Major Donor Operations**

**Department: Individual Major Giving Development**

**Division:**

**Position Summary:**

The Project Supervisor/Manager, under the direction of the Director, Major Donor Operations, is responsible for departmental internal fundraising reporting and analysis for the individual major gifts efforts of KQED. This position is responsible for Major Donor (dept 311) revenue and expense monthly forecast updates, assisting with annual budgeting, tracking and analysis of aggregate monthly fundraising goals, portfolio reports for each of the individual Major Gift Officers which track the status of individual donors/prospects, and ad hoc report generation from a variety of software systems. Additionally responsible for assisting in monthly reconciliation of gift accounting and expenses and preparing any necessary journal entries, and providing donor meeting/event support. Finally this position provides back-up support for these monthly activities for the Planned Giving, Foundations and Campaign departments as needed.

1. Complete periodic fundraising tracking, adjusting forecasts and generating reports including: (45%)
  - a. Produce and update all internal major gifts departmental fundraising reports, including but not limited to: monthly revenue (cash flow) statements, Major Gift Officer revenue tracking reports, volunteer fundraiser reports, and direct mail renewal requests. Produce and update on a monthly basis the information needed for each of the major gifts fundraisers to remain on target to raise their annual revenue goals and ensure the timely creation and distribution of reports showing gifts received in current and prior months and any changes in projections by individual donors for future months as noted by Major Gift Officers. Ensure all reports stay in balance with annual goals and SAP forecasting system. Ensure timely and accurate distribution of reports.
  - b. Manage annual, semi-annual, monthly and ad hoc reports in roundCause (Salesforce platform donor database) and WealthEngine (donor wealth screening database) to provide information to Major Gift Officers and volunteers for reaching their fundraising goals.
  - c. Identify and develop report needs over time including possible ad hoc queries and data needed in output files for reporting and solicitation purposes in support of Individual Major Giving.
  - d. On an annual basis (based on plans for the year ahead) update projected expenses for the coming fiscal year based on direction from the Director of Major Donor Operations including updating and creating internal departmental detailed spreadsheets. Report annual expense and revenue projections to Financial Services Group (FSG) for SAP entry.
  
2. Reconcile Individual Major Giving reports against Finance Department reports (via Navision/Microsoft Dynamics NAV); run reports and make monthly forecasting adjustments to departmental revenue and expense projections (dept 311) for FSG to make in SAP accounting/financial software. Provide occasional back-up support for these activities to Planned Giving, Foundation, and Campaign departments (approximately 8 hours per month). (30%)

3. Fundraising-related administrative duties as assigned including but not limited to (15%):
  - a. During times of heavy gift volume (e.g., end of tax/calendar year, end of fiscal year), assist with gift processing duties such as opening mail and coding gifts, gift data entry, photocopying/scanning backup paperwork, and drafting acknowledgment letters.
  - b. Track expenses, process invoices, and coordinate purchase orders as assigned.
  - c. Assist with on-air and online credit contracts/agreements as assigned.
  - d. Assist with stock sales and tracking stock gifts as assigned.
  
4. Assist with donor events, including helping create invitation lists, taking RSVPs, performing biographical research on guests, generating name-tags and check-in lists, creating and producing gift bags for guests, fielding phone calls and emails leading up to events, attending and providing necessary assistance on event day, and entering donor interactions in donor database following the event. Participate in station activities as requested. (10%)

Perform other duties as assigned

**Credentials/Education Required** *(be very clear if the credential or degree is required as opposed to simply preferred)*

4-year college degree preferred

**Knowledge/Experience Required:**

1. Three plus years of internal/departmental financial-related reporting including: assistance with budgeting, monthly reconciliation of revenue and expenses, ad hoc financial reports, utilization and mastery of multiple financial software systems, and some analysis of reports.
2. Three plus years of project-related experience including successfully working on multiple projects simultaneously and multi-tasking.
3. Extensive experience with Excel spreadsheets, database entry, and word-processing documents with exceptional attention to detail.
4. Excellent communication skills, both written and verbal.
5. Excellent computer skills: Intermediate or Advanced level of Word, Excel, mail merge, email, and Internet experience required.
6. Proven ability to meet deadlines; self-motivation and initiative in identifying and solving problems.
7. Good interpersonal skills, including the ability to use tact and diplomacy. Ability to maintain discretion as relates to donor requests and gift information.
8. Available to work extra hours during occasional fundraising events, primarily evenings and occasionally on weekend.

**Knowledge/Experience Desired**

Non-profit fundraising tracking and reporting experience a plus but not required.

Experience with Salesforce data platform preferred.

**Tracking:**

Added to system: 4/9/14 1:34 PM

ID: 234

Last updated: 9/3/14 3:27 PM

---

# Project Manager, Annual Major Gifts

Location: KQED - San Francisco

---

## Description

**Position Title:** Project, Manager Annual Major Gifts - Gift Reporting, Analysis and Metrics

**Reports To:** Director, Major Donor Operations

**Department:** Individual Major Giving

**Division:** Development

### Position Summary:

The Project Supervisor/Manager, under the direction of the Director, Major Donor Operations, is responsible for departmental internal fundraising reporting and analysis for the individual major gifts efforts of KQED. This position is responsible for Major Donor (dept 311) revenue and expense monthly forecast updates, assisting with annual budgeting, tracking and analysis of aggregate monthly fundraising goals, portfolio reports for each of the individual Major Gift Officers which track the status of individual donors/prospects, and ad hoc report generation from a variety of software systems. Additionally responsible for assisting in monthly reconciliation of gift accounting and expenses and preparing any necessary journal entries, and providing donor meeting/event support. Finally this position provides back-up support for these monthly activities for the Planned Giving, Foundations and Campaign departments as needed.

### Essential Functions:

1. Complete periodic fundraising tracking, adjusting forecasts and generating reports including: (45%):
  - a. Produce and update all internal major gifts departmental fundraising reports, including but not limited to: monthly revenue (cash flow) statements, Major Gift Officer revenue tracking reports, volunteer fundraiser reports, and direct mail renewal requests. Produce and update on a monthly basis the information needed for each of the major gifts fundraisers to remain on target to raise their annual revenue goals and ensure the timely creation and distribution of reports showing gifts received in current and prior months and any changes in projections by individual donors for future months as noted by Major Gift Officers. Ensure all reports stay in balance with annual goals and SAP forecasting system. Ensure timely and accurate distribution of reports.
  - b. Manage annual, semi-annual, monthly and ad hoc reports in roundCause (Salesforce platform donor database) and WealthEngine (donor wealth screening database) to provide information to Major Gift Officers and volunteers for reaching their fundraising goals.
  - c. Identify and develop report needs over time including possible ad hoc queries and data needed in output files for reporting and solicitation purposes in



- support of Individual Major Giving.
- d. On an annual basis (based on plans for the year ahead) update projected expenses for the coming fiscal year based on direction from the Director of Major Donor Operations including updating and creating internal departmental detailed spreadsheets. Report annual expense and revenue projections to Financial Services Group (FSG) for SAP entry.
2. Reconcile Individual Major Giving reports against Finance Department reports (via Navision/Microsoft Dynamics NAV); run reports and make monthly forecasting adjustments to departmental revenue and expense projections (dept 311) for FSG to make in SAP accounting/financial software. Provide occasional back-up support for these activities to Planned Giving, Foundation, and Campaign departments (approximately 8 hours per month). (30%)
  3. Fundraising-related administrative duties as assigned including but not limited to (15%):
    - a. During times of heavy gift volume (e.g., end of tax/calendar year, end of fiscal year), assist with gift processing duties such as opening mail and coding gifts, gift data entry, photocopying/scanning backup paperwork, and drafting acknowledgment letters.
    - b. Track expenses, process invoices, and coordinate purchase orders as assigned.
    - c. Assist with on-air and online credit contracts/agreements as assigned.
    - d. Assist with stock sales and tracking stock gifts as assigned.
  4. Assist with donor events, including helping create invitation lists, taking RSVPs, performing biographical research on guests, generating name-tags and check-in lists, creating and producing gift bags for guests, fielding phone calls and emails leading up to events, attending and providing necessary assistance on event day, and entering donor interactions in donor database following the event. Participate in station activities as requested. (10%)

### **Other Job Functions:**

Perform other duties as assigned

**Credentials/Education Required** *(be very clear if the credential or degree is required as opposed to simply preferred)*

4-year college degree preferred

**Knowledge/Experience Required:**

1. Three plus years of internal/departmental financial-related reporting including: assistance with budgeting, monthly reconciliation of revenue and expenses, ad hoc financial reports, utilization and mastery of multiple financial software systems, and some analysis of reports.
2. Three plus years of project-related experience including successfully working on multiple projects simultaneously and multi-tasking.
3. Extensive experience with Excel spreadsheets, database entry, and word-processing documents with exceptional attention to detail.
4. Excellent communication skills, both written and verbal.
5. Excellent computer skills: Intermediate or Advanced level of Word, Excel, mail merge, email, and Internet experience required.
6. Proven ability to meet deadlines; self-motivation and initiative in identifying and solving problems.
7. Good interpersonal skills, including the ability to use tact and diplomacy. Ability to maintain discretion as relates to donor requests and gift information.
8. Available to work extra hours during occasional fundraising events, primarily evenings and occasionally on weekend.

**Knowledge/Experience Desired**

Non-profit fundraising tracking and reporting experience a plus but not required.

Experience with Salesforce data platform preferred.

## Requisition: Media Services Coordinator

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>11/25/14</b>	Reason for Opening: <b>New Position</b>
Job Code: <b>324</b>	Replacement for:
Title: <b>Media Services Coordinator</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>3/16/15</b>
Status: <b>Final Offer Extended</b>	Filled By: <b>Tyne Whitmore</b>
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Reports To: Exec. Director, MT & IT**

**Department: Media Technology**

**Division: Engineering & Technology****Position Summary:**

The Media Services Coordinator is responsible for developing, documenting, implementing and supporting production workflows in a collaborative multimedia video production environment. Acting as the integration point between editorial staff, production system administrators, software developers and media producers, the Media Services Coordinator will institute and manage a methodology for continuous workflow improvements. The Media Services Coordinator is also primarily responsible for maintaining the pool of field equipment created and used primarily for online video production.

Develop subject matter expertise in editorial and production workflow systems for KQED Video Production. Content areas supported include, but not limited to: Arts, Science, and News

Support roll-out of workflow changes in collaboration with editorial and technical staff

Conduct training programs for new and existing staff on workflow procedures and tools

Manage field equipment inventory, including but not limited to: routine testing, tracking loss and damage, and sending equipment in for repair as needed

Creates and maintains checkout system for gear inventory

In collaboration with production and technology staff researches and recommends field equipment purchases

Conducts basic training on camera and audio gear

Develop task-specific workflow documentation and support resources

Coach users on workflow changes and production best practices

Monitor and troubleshoot workflow system bottlenecks and performance constraints

Create responsive customer support and communications procedures

Work with outside vendors to specify, implement and test workflow system improvements

**Other Job Functions:**

Consult with Product teams to implement new Video Production applications and services

Assist Development and Operations teams with monitoring backend workflow operations

Participate in on-call support rotation for after-hours emergencies

**Knowledge/Experience Required:**

3+ years experience in a mid- to large-scale media production environment

Experience with integrated media production and editorial management systems

Experience with media-centric web content management systems

Strong computer, database and file management skills

Experience purchasing and maintaining field equipment including cameras and audio gear

Excellent written and verbal communication skills

Ability to analyze and deconstruct work processes into discrete functional units

Ability to dynamically manage and prioritize both short- and long-term projects

Ability to remain calm in high-pressure time-sensitive situations with a variety of personalities

Creative problem solving

**Knowledge/Experience Desired**

Project management experience

Video production skills

Experience with Dalet and Adobe Creative Cloud

**Credentials/Education Required:**

Degree or Certificate in Communications, Journalism or Media Production preferred

**Tracking:**

Added to system: 11/25/14 4:42 PM

ID: 324

Last updated: 9/11/15 2:40 PM

SF bay area craigslist &gt; san francisco &gt; jobs &gt; tv/film/video/radio &gt; create posting

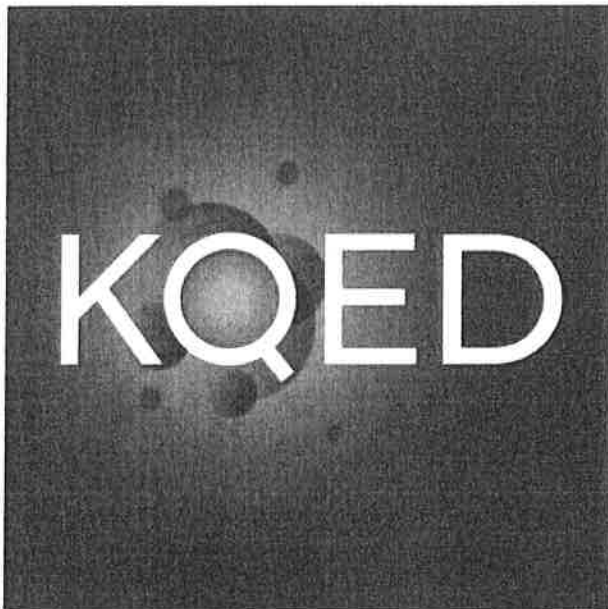
[ logged in as [djue@kqed.org](#) ] [ [logout](#) ]

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Description	Price
Media Services Coordinator	
SF bay area > city of san francisco > potrero hill > tv/film/video/radio	\$75.00 USD
<b>Total amount charged:</b>	<b>\$75.00 USD</b>

this is an unpublished draft.

[publish](#)[edit text](#) [edit map](#) [edit images](#)[CL](#) SF bay area > san francisco > jobs > tv video radioreply below Posted: [seconds ago](#)**Media Services Coordinator (potrero hill)**compensation: **negotiable**

non-profit organization

The Media Services Coordinator is responsible for developing, documenting, implementing and supporting production workflows in a collaborative multimedia video production environment. Acting as the integration point between editorial staff, production system administrators, software developers and media producers, the Media Services Coordinator will institute and manage a methodology for continuous workflow improvements. The Media Services Coordinator is also primarily responsible for maintaining the pool of field equipment created and used primarily for online video production.

To apply: <http://www.kqed.org/about/jobs>

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- OK to highlight this job opening for persons with disabilities

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## Requisition: Production and Operations Manager

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>2/23/15</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>343</b>	Replacement for: <b>Alexa Parnell</b>
Title: <b>Production and Operations Manager</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>4/6/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Content Production and Operations Manager will be involved in creating and implementing the infrastructure of the department and managing the day-to-day systems and operations needed to support both Unit's strategic objectives.



In addition to managing the ongoing operational aspects of the units, s/he will participate in long-range planning.

S/he will be responsible for the management of financial and administrative systems across platforms and departments for KQED Arts and Education, including budget/accounting, grants, legal, operational workflow, human resources and Operations.

### **Essential Functions:**

- At the direction of the Executive Director of Arts, create and define the Arts Budget. After implementation, position is responsible for the day-to-day management and reporting of the budget.
- Manages the operations and production workflows for the departments.
- Manages the system that tracks grant deliverables for all platforms, updating and disseminating the information as needed.
- Represent the Arts Department in content workflow meetings and ensures implementation of new workflows, responsible for managing that process for the Arts and Education departments
- Ensure that KQED's business policies and procedures are adhered to, as directed by the Director of Content Production and Operations, including contract administration, rights clearances, licenses, co-production agreements, and NABET and AFTRA compliance.
- Participates in the annual budgeting and planning process, ensuring budget viability; monitor monthly progress and changes; communicate information to Finance; and keep Executive in Charge of Arts, the Director of Education, and individual budget owners comprised of Division's status, suggesting changes in plan as needed.
- Approve purchase orders and invoices for payment.
- Oversee grants accounting for the Arts Department and Education department; interface with Finance and Development for reporting and compliance, and facilitate with Development team grant deliverable requirements and deadlines.
- For the Arts Division, ensure that recruiting processes are consistent and streamlined; facilitate an onboarding system for new and existing employees for Division workflow, policies and procedures.
- For the Arts Division, Manage paid interns and interface with future operations and Dalet staff and administrators.

### **Requirements:**

- 5 years experience managing the operations of a multi-faceted media project
- Bachelor's Degree
- Strong Project Management skills with the ability to collaborate effectively with others.
- Working knowledge of the video production process.
- Ability to work across a variety of content platforms for content creation and broadcast
- Strong budget creation and management skills.
- Working knowledge of the contracting process
- Strong skills in working with a variety of internal department including operations, legal, finance and HR
- Proven track record of effectively communicating with all levels of a large media organization
- Agility with learning new technologies – enthusiasm for change is necessary.

- Proven problem solving skills a must
- Working knowledge of union contracts

**Tracking:**

Added to system: **2/23/15 5:33 PM**

ID: **343**

Last updated: **4/13/15 9:12 AM**

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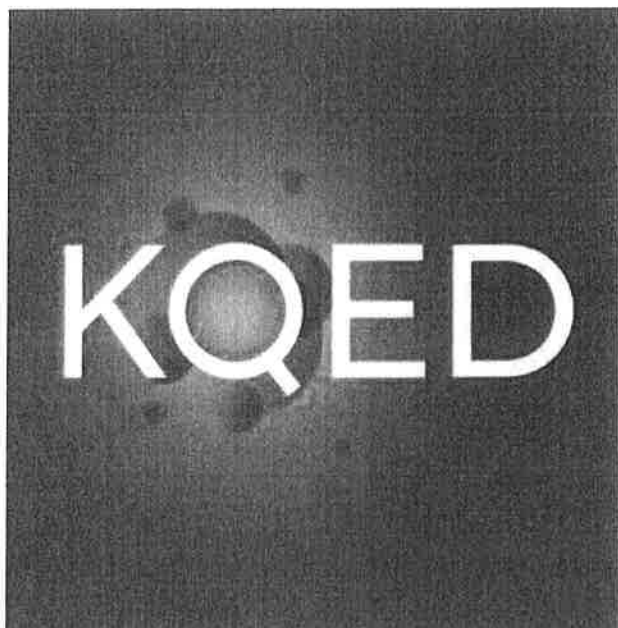
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CL SF bay area > san francisco > jobs > tv/film/video/radio

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### Production and Operations Manager (potrero hill)



compensation: **Competitive**

non-profit organization

#### Position Summary:

The Content Production and Operations Manager will be involved in creating and implementing the infrastructure of the department and managing the day-to-day systems and operations needed to support both Unit's strategic objectives.

In addition to managing the ongoing operational aspects of the units, s/he will participate in long-range planning.

S/he will be responsible for the management of financial and administrative systems across platforms and departments for KQED Arts and Education, including budget/accounting, grants, legal, operational workflow, human resources and Operations.

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## Requisition: Gift Planning Associate

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: 7/28/14	Reason for Opening: <b>Resignation</b>
Job Code: 257	Replacement for: <b>Mandala PhamGif</b>
Title: <b>Gift Planning Associate</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: <b>11/24/14</b>
Status: <b>Filled</b>	Filled By:
# of openings: 1	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Reports To:** Director, Gift Planning and Endowment

**Department:** Gift Planning and Endowment

**Division:** Development

## Position Summary:

The Gift Planning Associate supports and assists the Gift Planning team in acquiring legacy gifts (primarily, bequests, beneficiary designations, and life income gifts) through the cultivation and stewardship of KQED members, viewers and listeners; recording, tracking, and administering legacy gifts; and coordinating and implementing marketing activities and various donor interactions (phone and e-mail communications, meetings, and events). This position is supervised by the Director, Gift Planning and Endowment.

## Essential Functions:

[40%] Creates, maintains, updates, and improves the database records, financial records, and hard copy files for over 700 donors who have made deferred gift commitments and over 500 planned giving prospects. Record keeping responsibilities include tracking prospect and donor status, interests, and activities and scheduling required follow-up actions. Handles processing of approximately 100 planned gifts per year, including gift acknowledgement, and tracking and logging past distributions and future distributions — primarily using roundCause and Excel. Works with Development staff and other KQED departments to develop and implement policies and systems for efficient and timely management of donor and gift information, and to ensure proper accounting for gifts. Generates reports as needed.

[20%] Under the direction of Gift Planning team members, writes, edits, and/or distributes correspondence for the Gift Planning Team (average 10 letters and memos per week), articles (2-3 per year), reports, and other documents. In addition, prepares routine proposals (average 5-6 per week) and gift annuity agreements (5-10 per year) using PG Manager and other planned giving software.

[10%] Supports overall planned giving donor stewardship. Administers the Legacy Society donor recognition program, which includes coordinating, creating, and distributing stewardship materials to around 400 Legacy Society members; plans Legacy Society events; and responds promptly to over 100 donor requests per year for information and materials. Works with Gift Planning team to annually plan and implement around 25 planned giving visits, meetings, and events, ranging from personal meetings with prospects to events for up to 50 guests. Coordinates Gift Planning team participation in larger Development events. Works with Development Division team and other KQED colleagues to identify and implement cultivation and stewardship opportunities — e.g., events and informational mailings — and other cultivation and stewardship tasks as needed.

[10%] Serves as principal liaison with the KQED Interactive Department to maintain and update the planned giving web site, including writing and editing content. Periodically reviews similar organizations' web sites and suggests improvements to the KQED Gift Planning web site. Works with the planned giving web site content vendors to keep content up to date.

[10%] Assists with the design and implementation of a full range of marketing materials and activities to secure planned gifts. Marketing activities include production and distribution of direct mail and e-blast campaigns to approximately 20,000 members, as well as some social media activity. Works with Gift Planning team to create and/or update and schedule television and radio promotional spots, as well as print promotion. Analyzes marketing results. Manages relations with designers and related vendors and service providers. Coordinates on-air and print recognition of donors as needed.

[5%] Conducts periodic research on up to 50 planned giving prospects and donors, using various prospect research databases and other resources.

## Knowledge/Experience Required:

1. Accurate 60-65 wpm word processing;
2. Minimum two years administrative experience in gift planning, fund-raising, or related areas;
3. High degree of proficiency with PC platform, including high proficiency with Word and Excel. Willingness to learn proprietary database systems (roundCause on Salesforce platform), PG Calc Planned Giving Manager, and other software as needed;
4. Excellent internet skills, proficiency with social networking platforms;

5. Excellent interpersonal skills and ability to handle situations with tact and diplomacy. Ability to maintain confidentiality;
6. Ability to handle multiple tasks simultaneously with ease, efficiency and attention to detail;
7. Excellent verbal and written language skills;
8. Ability to work under pressure and meet deadlines;
9. Ability to work well independently and as part of a team.

## Dollars Directly Accountable For:

This position plays an essential role in helping Gift Planning staff meet a \$1.5M annual revenue budget and grow the KQED Endowment (Permanent and Board-Designated) and other managed planned gift assets beyond the present level of more than \$62M.

## Knowledge/Experience Desired

1. B.A./B.S. Degree preferred.
2. Experience with FileMaker Pro and other fundraising software;
3. Research experience;
4. Experience with traditional and electronic direct mail marketing

### Tracking:

Added to system: 7/28/14 3:15 PM

ID: 257

Last updated: 11/24/14 10:17 AM



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## Employer Login

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Posted by: LanAnh Hoang

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This is your JVS Employer home page where you can keep track of your employment announcements. You can also review or update current announcements, or place new announcements.

Thank you for submitting the new job titled 'Gift Planning Associate'. It will be reviewed for approval within 24 hours.

### Job Announcement Orders

Date Posted	Expires	Title	Status
07/28/2014	-----	<a href="#">Gift Planning Associate</a>	Pending

**email us-** [info@jvs.org](mailto:info@jvs.org)

**visit us-** 225 Bush St.,  
Ste. 400 San Francisco, CA  
94104

**call us-**(415) 391-3600

## Requisition: Utility Maintenance Employee

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>8/1/14</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>268</b>	Replacement for: <b>Rolando Laureta</b>
Title: <b>Utility Maintenance Employee</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(8) Laborers &amp; Helpers</b>	Filled date: <b>1/5/15</b>
Status: <b>Filled</b>	Filled By: <b>Christian Njoku</b>
# of openings: <b>1</b>	Start Date:
Budget Status: <b>Budgeted</b>	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: Position Title: Utility Maintenance Employee  
 Reports To: Manager of Facilities  
 Department: Facilities Technology **Covered by NABET Union** Division:  
 Position Summary:



On-call Utility Maintenance Employees provide timely, consistent, and efficient services for the benefit of their co-workers by performing janitorial and custodial tasks, setting up for meetings and events, moving furniture, and similar duties. On-call employees work in place of regular employees when they are absent. The standard work schedule is Monday through Friday from 3:00 p.m to 11:00pm. There are opportunities for additional work in support of events on weekends.

**Essential Functions:**

1. Clean assigned areas including:
  - a. Stripping and mopping of tile and linoleum floors
  - b. cleaning and shampooing carpets
  - c. Floor polishing
  - d. Vacuuming
  - e. Dusting furniture
  - f. Window washing
  
2. Other related duties
  - a. Provide audience and meeting setup including but not limited to: tables, chairs, lacterns and easels
  - b. Storing Facilities equipment and furniture
  - c. Moving items to and from storage areas

**Other Job Functions:**

The Utility Maintenance Employee will occasionally be required to drive the employee shuttle van.

Knowledge/Experience Required:

**Knowledge/Experience Required:**

1. Previous experience in all janitorial/custodial functions including mopping/stripping/waxing and buffing as well as proper restroom and office cleaning procedures required.
2. Must have good communications skills
3. Must possess and maintain a current valid CA driver's license with a good driving record.

**Tracking:**

Added to system: 8/1/14 4:58 PM

ID: 268

Last updated: 9/10/15 4:15 PM

SF bay area craigslist > san francisco > jobs > skilled trades/artisan jobs > create posting

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[ no profile selected ]

Description	Price
Utility Maintenance	
SF bay area > city of san francisco > potrero hill > skilled trades/artisan jobs	75.00
<b>Total amount charged:</b>	<b>75.00</b>

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[CL](#) SF bay area > san francisco > jobs > skilled trades/artisan jobs

[ [account](#) ] [post](#)

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### Utility Maintenance (potrero hill)

KQED Inc. an award winning public broadcasting media company recognized for creating compelling radio, TV and online content, is seeking a Utility Maintenance person who will provide general maintenance and repair services including:

- Carpentry
- Plumbing
- Electrical and lighting repairs
- Painting
- Drywall installations
- Minor HVAC maintenance

Our ideal candidate will have five years of recent full-time experience in general building maintenance and be proficient in basic office operations including email, voicemail and word processing, and must be able to clearly communicate in English in writing and verbally. Must possess a valid California driver's license with a good driving record and be able to occasionally lift up to one hundred pounds.

If this opportunity sounds like a good fit, visit us online at <http://www.kqed.org/about/jobs> for more information and to apply.

- Principals only, Recruiters, please don't contact this job poster.
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[non-profit organization](#)

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## Requisition: Corporate Reporting Assistant

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: 11/25/14	Reason for Opening:
Job Code: 323	Replacement for:
Title: <b>Corporate Reporting Assistant</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>2/6/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: 1	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne Status: **Approved**

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Reports To:** Corporate Reporting Manager

**Department:** Finance

**Division:** Administration

**Position Summary:**

The Corporate Reporting Assistant is responsible for assisting the Corporate Reporting Manager in collecting, recording and tracking complete and accurate data for the proper reporting related to capital assets, Corporation for Public Broadcasting (CPB) reports; tax reports; surveys and audit information.

1. Assists with the recording and tracking of Fixed Assets

- Ensures the correct information is recorded on approved purchase orders related to the acquisition of fixed asset and capital projects. Communicates with the Financial Services Group (FSG) on General Ledger (GL) coding, location, useful life, sales tax and other fixed asset information as needed.
- Affixes fixed asset tag(s) to the new assets and enters fixed asset information into the fixed assets database.
- Works with Accounts Payable and the Financial Services team in resolving fixed asset data integrity.
- Keeps all fixed asset information up-to-date in the fixed asset database. This includes but is not limited to the accurate and complete recording of new fixed asset purchases and disposals.
- Assist with the transition from File Maker Pro to Fixed Asset Module in Navision. This may include, but is not limited to, importing, exporting, reconciling and validating data for accuracy.

2. Assists with the preparation of CPB Reports

- Under the supervision of the Corporate Reporting Manager, the assistant will extract revenue and expense data from Navision and categorizes the data based on CPB requirements. Enters the information into excel files and on-line reporting forms.

3. Assists with the preparation of Property Taxes

- Ensure all assets are entered in the fixed asset database for the period from January through December.
- Updates the property spreadsheets to capture all the equipment purchased during the calendar year at all KQED locations.
- Ensures data reconciles to the general ledger.

4. Assists with the extraction of data for the preparation of Tax Return Form 990

5. Assist with the gathering of data for the completion of Surveys to different government agencies and entities.

- 6. Assist with the fiscal year- end close and related Financial Audit. This includes gathering information for the financial close and retrieving information for the auditors as directed.

7. Perform other duties as assigned (e.g. filing, scheduling, meeting set-up, etc.)

**Knowledge/Experience Required:**

1. Ability to communicate diplomatically with staff and vendors.
2. Working knowledge of MS software, Word, General Ledger Systems, and databases.
3. Excellent Excel skills (pivot tables, v-look ups)
4. Ability to work under pressure and to meet deadlines.
5. Highly organized and dependable.
6. Ability to work in a team environment as well as to work independently.
7. Excellent writing, communication and organizational skills.
8. Strong attention to detail and 10-key skill

**Knowledge/Experience Desired:**

- Working knowledge and experience with general ledger systems such as Navision a plus.

- Fixed Asset accounting experience a plus.

**Credentials/Education Required :**

**BA or BS degree in Business Administration, Finance or Accounting or 5+ years related experience in accounting with a medium to large size organization.**

**Tracking:**

Added to system: 11/24/14 3:54 PM

ID: 323

Last updated: 2/19/15 8:48 AM

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SF bay area craigslist > san francisco > jobs > accounting/finance > create posting

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[ no profile selected ]

Description	Price
Corporate Reporting Assistant	
SF bay area > city of san francisco > potrero hill > accounting/finance	\$75.00 USD
<b>Total amount charged:</b>	<b>\$75.00 USD</b>

this is an unpublished draft.

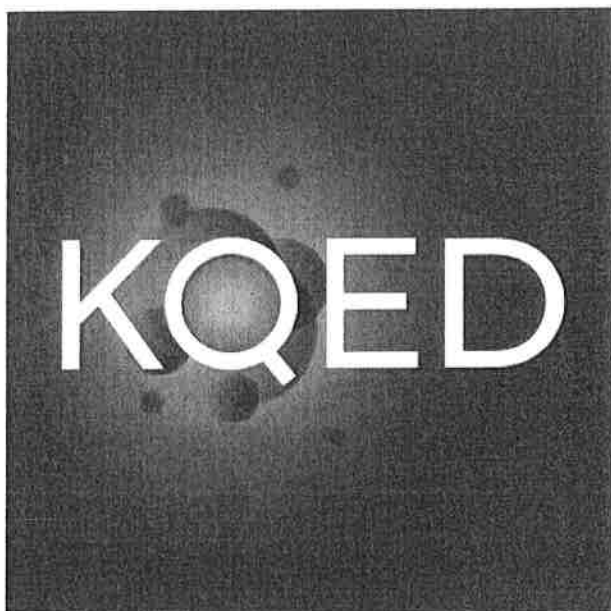
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[CL](#) SF bay area > san francisco > jobs > finance

reply below Posted: [seconds ago](#)

### Corporate Reporting Assistant (potrero hill)



compensation: [negotiable](#)

[non-profit organization](#)

#### Corporate Reporting Assistant

If you have a passion for detail and enjoy data extraction, this is the position for you. KQED is looking for a Corporate Reporting Assistant who understands Fixed Assets and has a working knowledge of MS software, Excel (pivot tables, v-look ups), General Ledger Systems, and databases. This position assists the Corporate Reporting Manager in collecting, recording and tracking complete and accurate data for the proper reporting related to capital assets, Corporation for Public Broadcasting (CPB) reports; tax reports; surveys and audit information.

To apply and more information: <http://www.kqed.org/about/jobs>

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
- OK to highlight this job opening for persons with disabilities

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## Requisition: Interactive Media Producer, Arts Education

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: 3/13/15	Reason for Opening: <b>Resignation</b>
Job Code: 369	Replacement for: <b>Joel Wanek</b>
Title: <b>Interactive Media Producer, Arts Education</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>5/13/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

#### Position Summary:

KQED Education enhances learning experiences through media. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies.

The Arts Education Interactive Media Producer will create rich media assets to expand KQED's offerings of multimedia digital learning objects and training tools for arts education in compelling formats that will engage students, lifelong learners and the general public. This position will work with KQED Arts and KQED Education

to expand our collections multimedia resources and professional development tools to help educators engage diverse learners in arts, build real-world connections between arts content standards and everyday life, and prepare young people for arts-related and creativity-based careers.

In collaboration with colleagues, this position will shape KQED Education's vision for arts educational content production, managing and overseeing projects that integrate with KQED Arts production as well as complement and repurpose that work for educational audiences. The Arts Education Interactive Multimedia Producer must be highly skilled in interactive/immersive interface and design and have excellent audio and video media production, writing, editing, and web publishing skills. This experienced interactive media producer has expertise in coverage of arts, online production, emerging media publishing formats, and developing engaging interactive content for educational use. Excellent collaboration skills are essential in regards to initiating and maintaining external community partnerships and across KQED departments and establishing and supporting a continuous feedback loop with collaborators.

#### Essential Functions:

1. Manage and implement all aspects of production process for video, audio, interactive and other Web-based arts education media assets from preproduction planning to shooting to editing to publishing to writing web copy
2. Manage the KQED Arts Education production schedule; contribute to the planning and implementation of KQED Education's overall production schedule
3. Develop and update multimedia content of arts educational media and other explanatory Web assets as part of the arts education multimedia production team
4. Repurpose and edit media created for a general audience into digital learning objects suitable for educational settings. To include videos, interactives, infographics, audio, and blog posts
5. Create interactive media assets for online learning tools, modules and courses to benefit arts educators and learners
6. Contribute to arts education social media strategies and campaigns
7. Gather, analyze and report on metrics of content produced
8. Contribute to the successful implementation of the goals of the KQED Arts Service and KQED Education department
9. Other duties as assigned

#### Knowledge/Experience Required

1. Experience with Adobe Creative Cloud, focusing on Premiere and After Effects
2. Proficiency in video production to include producing, cinematography, lighting, and video interviewing.
3. Experience with web production to include image manipulation, Adobe Photoshop, Adobe InDesign, iBooks Author, graphic creation, web 2.0 applications, WordPress, and HTML
4. Demonstrated experience in multimedia production project management and workflow
5. Experience with arts journalism and/or documentary filmmaking
6. Experience with tracking data and digital asset management
7. Demonstrated experience producing for arts education audiences
8. Excellent oral and written communication skills
9. Ability to work collaboratively in a fast-paced, deadline-driven production environment

#### Knowledge/Experience Desired

1. Experience working closely with San Francisco Bay Area arts organizations and artists
2. Knowledge of Common Core State Standards and National Core Arts Standards
3. Knowledge of instructional strategies and pedagogy
4. A degree in art, art history, arts education, and/or filmmaking

#### Tracking:

Added to system: 3/13/15 4:20 PM

ID: 369

Last updated: 5/13/15 4:16 PM



**Diana Liang**

**From:** receipts+Pe0Fe2DEtjtjAFJNEATI@stripe.com on behalf of Edsurge, Inc  
<receipts+Pe0Fe2DEtjtjAFJNEATI@stripe.com>  
**Sent:** Monday, March 16, 2015 12:50 PM  
**To:** Diana Liang  
**Subject:** Your Edsurge, Inc receipt [#1205-7477]



\$100.00 at Edsurge, Inc



March 16, 2015

#1205-7477

Description	Price
EdSurge charge for Edtech Job posting. Placement plan: \$100 for Job Board	\$100.00
<b>Total</b>	<b>\$100.00</b>

You can contact us with any questions by emailing [feedback@edsurge.zendesk.com](mailto:feedback@edsurge.zendesk.com)

Something wrong with the email? [View it in your browser.](#)  
You are receiving this email because you made a purchase at Edsurge, Inc.

## Requisition: Assistant Director Television Programming

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>3/12/15</b>	Reason for Opening:
Job Code: <b>355</b>	Replacement for:
Title: <b>Assistant Director Television Programming</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>6/5/15</b>
Status: <b>Filled</b>	Filled By: <b>Meredith Gandy</b>
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1] Cabanatuan, Adrienne**

Offer Approvers: **[1] Cabanatuan, Adrienne**

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

Broadcast media professional with proven expertise in TV program scheduling and acquisition, traffic, ratings analysis and managerial experience.

- Strategize and implement with the KQED Program Director the program evaluation, acquisition and scheduling of KQED's television broadcast channels. Primary programmer for digital channels.
- Supervise Program Traffic Manager.
- Main liaison with Operations/Engineering Department to solve workflow issues.
- Analyze ratings and viewing trends to best serve, maintain and grow KQED audiences.
- Prepare and send Protrack programming data to Wide Orbit.
- Creates and distributes KQED program schedules to all the listing services and its reporting agents. Serves as main contact for all listing services.
- Generate and prepare quarterly FCC reports for KQED, KQET and KQEH in conjunction with the KQED Legal team to file in a timely manner and in compliance with FCC rules.

- Provide Comcast monthly reports regarding KQED's video on demand service.
- Support Program Traffic Manager on Nielsen E-names weekly data entry.
- Represent KQED at national meetings including APT Fall Marketplace, BBC Showcase, PBS national meeting and PTPA.

**Knowledge/Experience Desired:**

- Bachelor's Degree in Broadcasting, Communication or Media.
- 2 years' experience program scheduling at a PBS station.
- Expertise in using Protrack.
- Knowledge of Wide Orbit scheduling software.
- Experience interpreting and analyzing Nielsen ratings and television trends.
- Excellent computer skills, such as Microsoft Word, database software, etc.
- Knowledge of PBS and FCC rules and regulations.
- Strong attention to detail.
- Ability to work under constant deadline pressures.
- Experience working effectively with TV Operations, Marketing, Legal, TV Production, as well as Development Departments.
- History of effectively collaborating with Marketing, Development, Creative Services and Communication Departments.
- Past experience participating on advisory and program selection/funding panels for ITVS, POV, the Minority Consortia and PBS.

**Tracking:**Added to system: **3/12/15 2:35 PM**ID: **355**Last updated: **9/11/15 3:31 PM**



## Assistant Program Director

**Diana Liang**

**Posted:** Thursday, March 12, 2015 5:41 PM

Joined: 3/12/2015

Position Summary:

Posts: 1

Broadcast media professional with proven expertise in TV program scheduling and acquisition, traffic, ratings analysis and managerial experience.

Essential Functions:

- \*Strategize and implement with the KQED Program Director the program evaluation, acquisition and scheduling of KQED's television broadcast channels. Primary programmer for digital channels.
- \*Supervise Program Traffic Manager.
- \*Main liaison with Operations/Engineering Department to solve workflow issues.
- \*Analyze ratings and viewing trends to best serve, maintain and grow KQED audiences.
- \*Prepare and send Protrack programming data to Wide Orbit.
- \*Creates and distributes KQED program schedules to all the listing services and its reporting agents. Serves as main contact for all listing services.
- \*Generate and prepare quarterly FCC reports for KQED, KQET and KQEH in conjunction with the KQED Legal team to file in a timely manner and in compliance with FCC rules.
- \*Provide Comcast monthly reports regarding KQED's video on demand service.
- \*Support Program Traffic Manager on Nielsen E-names weekly data entry.
- \*Represent KQED at national meetings including APT Fall Marketplace, BBC Showcase, PBS national meeting and PTPA.

Knowledge/Experience Desired:

- \*Bachelor's Degree in Broadcasting, Communication or Media.
- \*2 years' experience program scheduling at a PBS station.
- \*Expertise in using Protrack.
- \*Knowledge of Wide Orbit scheduling software.
- \*Experience interpreting and analyzing Nielsen ratings and television trends.
- \*Excellent computer skills, such as Microsoft Word, database software, etc.
- \*Knowledge of PBS and FCC rules and regulations.
- \*Strong attention to detail.
- \*Ability to work under constant deadline pressures.
- \*Experience working effectively with TV Operations, Marketing, Legal, TV Production, as well as Development Departments.
- \*History of effectively collaborating with Marketing, Development, Creative Services and Communication Departments.
- \*Past experience participating on advisory and program selection/funding panels for ITVS, POV, the Minority Consortia and PBS.

Please apply online at: <http://www.kqed.org/about/jobs/>

[Back to top](#)

## Requisition: Utility Maintenance Employee

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>3/20/15</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>372</b>	Replacement for: <b>Alan Baltodano</b>
Title: <b>Utility Maintenance Employee</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(8) Laborers &amp; Helpers</b>	Filled date:
Status: <b>Final Offer Extended</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

(This is a Union position under NABET)

**Full-time Regular****Position Summary:**

Utility Maintenance Employees provide timely, consistent and efficient services for the benefit of their co-workers by performing janitorial and custodial tasks, setting up for meetings and events, moving furniture, and similar duties. The standard work schedule is Monday through Friday from 3:00 p.m. to 11:00 p.m. There are opportunities for additional work in support of events on weekends.

**1. Clean assigned areas including:**

- a. Cleaning and restocking restrooms
- b. Office cleaning
- c. Emptying trash and collecting recycling
- d. Stripping and mopping of tile and linoleum floors
- e. Cleaning and shampooing carpets
- f. Floor polishing
- g. Vacuuming
- h. Dusting furniture
- i. Window washing

**2. Other related duties**

- a. Provide audience and meeting setup including but not limited to: tables, chairs, lecterns and easels
- b. Storing Facilities equipment and furniture
- c. Moving items to and from storage areas

**Knowledge/Experience Required:**

1. Previous experience in all janitorial/custodial functions including mopping/stripping/waxing and buffing as well as proper restroom and office cleaning procedures required.
2. Must be proficient in basic office operations including email, voicemail and word processing, and must be able to clearly communicate in verbal and written English.
3. Must possess and maintain a current valid CA driver's license with a good driving record.

**Tracking:**

Added to system: 3/20/15 4:56 PM

ID: 372

Last updated: 4/9/15 4:49 PM

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25 pages

on page

**Diana Liang**

---

**From:** craigslist - automated message, do not reply <robot@craigslist.org>  
**Sent:** Friday, March 20, 2015 5:07 PM  
**To:** Diana Liang  
**Subject:** craigslist post 4941682893: "Utility Maintenance Employee"

This email contains:

- 1) information about your transaction
- 2) instructions for how to locate and manage your post
- 3) instructions for contacting craigslist
- 4) terms of use

- 
- 1) information about your transaction

posting ID: 4941682893  
date: 2015-03-20

Item: jobs posting  
Title: Utility Maintenance Employee  
Location: SF bay area  
Category: general labor  
Price: \$75.00 USD

**Quantity: 1 posting debited against your prepaid block.**

The terms of use are in section 4 below.

---

- 2) how to locate and manage your posts

Your ad can be found here:

<http://sfbay.craigslist.org/sfc/lab/4941682893.html>

\*\*\* Please keep in mind that it may take up to 30 minutes for your posts to fully appear and be searchable in each appropriate category and area.

To edit, delete, or repost your ad:

<https://post.craigslist.org/u/UMpRx1zP5BGIJZDwiZpP3g/aa9h3>

---

- 3) contact information for craigslist

for customer service issues:



## Requisition: Development Associate, Database/Gift Processing

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>3/18/15</b>	Reason for Opening: <b>Internal Transfer</b>
Job Code: <b>370</b>	Replacement for: <b>Kerry Dyer</b>
Title: <b>Development Associate, Database/Gift Processing</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: <b>5/11/15</b>
Status: <b>Final Offer Extended</b>	Filled By: <b>Eric Gaan</b>
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **POSITION SUMMARY:**

The Development Associate, Database and Gift Processing processes and acknowledges all gifts for the Development Division, including stock gifts and manages Division-wide requests for reports from and resolving issues with the roundCause/Salesforce database.

This position is also responsible for coordinating major donor challenge grants, and other issues that may arise with the Finance departments.

#### **POSITION ACCOUNTABILITY:**

1. Processes gifts for the entire Development Division (Producer's Circle, Signal Society, Foundations, and Planned Giving). This includes creating funding commitments, coding each gift for Finance, entering the information into roundCause, copying and distributing appropriate paperwork and resolving any questions about gifts. (45%)
  
1. Generates and sends all acknowledgement letters for all gifts received, utilizing the automated system in FileMaker and Word as well as future systems. Goal is to send letters within 48 hours of receiving the gifts. Assists with writing, editing, and customizing letters, when appropriate. (20%)
  
1. Manages all components of major donor challenge grants. Works with pledge team to ensure copy and communications with donors before and after the challenge grant airs regarding process and results. (15%)
  
1. Works closely with the Director, Annual Major Gifts/Operations to identify, develop, and implement a plan to meet Division-wide needs and issues with regard to roundCause donor database. Works closely with IT department to obtain a better understanding of the capabilities of roundCause and the operating rules for coding. Responsible for standardizing procedures related to roundCause and future databases developed. (10%)
  
1. Handles stock gifts, including coordinating with KQED's broker, Finance, and the donor to ensure the stock transfers and sales are made quickly and correctly. Works closely with Leadership Circle staff to ensure they are aware of their stock gifts in a timely manner. (5%)
  
1. In conjunction with Development Associate – Annual Major Giving, maintain inventory of donor thank you gifts, including ordering stock, and presenting new ideas for premiums to Major Gift Officer team on a regular basis. (5%)
  
1. Performs other essential duties as required.

#### **QUALIFICATIONS:**

1. Bachelor's Degree preferred.
2. 2-3 years of experience in Development or non-profit administration

3. Excellent skill at and experience with high volume data entry with high level of attention to detail required. Experience generating reports and creating mail-merges from database required.
4. High degree of proficiency with PC platform. Experience with word-processing and spreadsheet required and experience with fundraising database software and Salesforce highly preferred.
5. Excellent spoken and written language skills.
6. Excellent interpersonal skills and ability to handle situations with tact and diplomacy. Ability to maintain confidentiality.
7. Ability to handle multiple tasks simultaneously and with ease, and efficiency.
8. Ability to work under pressure and meet deadlines.
9. Ability to work well independently and as part of a team.

**Tracking:**

Added to system: 3/18/15 4:42 PM

ID: 370

Last updated: 9/11/15 2:31 PM

# Development Associate, Database/Gift Processing

Job posted by: KQED, Inc.

Posted on: March 19, 2015

Status: Expired

Posting Status: PAID

## Job description

### POSITION SUMMARY:

The Development Associate, Database and Gift Processing processes and acknowledges all gifts for the Development Division, including stock gifts and manages Division-wide requests for reports from and resolving issues with the roundCause/Salesforce database. This position is also responsible for coordinating major donor challenge grants, and other issues that may arise with the Finance departments.

### POSITION ACCOUNTABILITY:

1. Processes gifts for the entire Development Division (Producer's Circle, Signal Society, Foundations, and Planned Giving). This includes creating funding commitments, coding each gift for Finance, entering the information into roundCause, copying and distributing appropriate paperwork and resolving any questions about gifts. (45%)
1. Generates and sends all acknowledgement letters for all gifts received, utilizing the automated system in FileMaker and Word as well as future systems. Goal is to send letters within 48 hours of receiving the gifts. Assists with writing, editing, and customizing letters, when appropriate. (20%)
1. Manages all components of major donor challenge grants. Works with pledge team to ensure copy and communications with donors before and after the challenge grant airs regarding process and results. (15%)
1. Works closely with the Director, Annual Major Gifts/Operations to identify, develop, and implement a plan to meet Division-wide needs and issues with regard to roundCause donor database. Works closely with IT department to obtain a better understanding of the capabilities of roundCause and the operating rules for coding. Responsible for standardizing procedures related to roundCause and future databases developed. (10%)
1. Handles stock gifts, including coordinating with KQED's broker, Finance, and the donor to ensure the stock transfers and sales are made quickly and correctly. Works closely with Leadership Circle staff to ensure they are aware of their stock gifts in a timely manner. (5%)
1. In conjunction with Development Associate – Annual Major Giving, maintain inventory of donor thank you gifts, including ordering stock, and presenting new ideas for premiums to Major Gift Officer team on a regular basis. (5%)

## Location

2601 Mariposa Street, San Francisco, CA, 94110, US

## Details

### Education requirements

No requirement

### Employment type

Full time

### Professional level

None specified

### Job function

Fundraising ,  
Database management

### Owner's areas of focus

Community development ,  
Education ,  
Network of nonprofits , Media



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## Requisition: Project Supervisor, Video Production and Distribution

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>3/30/15</b>	Reason for Opening:
Job Code: <b>375</b>	Replacement for:
Title: <b>Project Supervisor, Video Production and Distribution</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>6/1/15</b>
Status: <b>Filled</b>	Filled By: <b>Julia Shackelford</b>
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

### Position Summary:

The Project Supervisor for KQED Presents is responsible for packaging public television programs for distribution via PTV networks -- for example, PBS, APT, NETA, etc. The Project Supervisor also provides production assistance for the KQED local production Truly CA, and the KQED national series Film School Shorts.

Key responsibilities include management of production relationships; multi-platform project delivery; compliance with distributor and FCC regulations; distribution strategy and planning; and promotion of programs through online marketing, written materials and phone calls to PTV stations to establish program carriage.

**Essential Functions:**

- . Serve as the Associate Producer on Film School Shorts.
- . Manage overall production relationships. This starts with effectively communicating to independent producers the procedures, rules and regulations of public media distribution. Responsibilities also include creating and maintaining clear plans and delivery schedules for producers, as well as functioning as an intermediary between producers and PTV distributors.
- . Review initial proposals and completed programs to determine whether KQED should pursue a presentation relationship with the producer. Provide feedback on rough cuts and/or fine cuts throughout the production process.
- . Maintain submissions database, review films for consideration, track deliverables, book edits, receive and review media, and maintain records on this KQED production.
- . Identify and craft solutions to technical problems that arise during production, post production and distribution.
- . Work with KQED's legal team to ensure compliance with underwriting, obscenity, and other legal and technical requirements of the FCC and public television distributors.
- . Conceptualize and create promotional materials to support programs through a station relations campaign.

**Other Job Functions:**

- . Manage financial tracking, billings, and invoice payments for the department.
- . Assist KQED Presents Manager with administrative and other duties as required, including day-to-day correspondence, problem solving, archiving and DVD/tape dubbing.
- . Provide advice and support on social media campaigns.
- . Regularly evaluate and suggest ways to improve shared department templates, databases and other department systems in order to improve the overall service of KQED Presents.

**Knowledge/Experience Required:**

- A solid understanding of film and digital media production, with an emphasis on post production and ability to learn new software and web tools.
- Exceptional critical thinking skills and ability to communicate and respond to staff and business associates diplomatically, effectively and professionally.
- A self-starter. Good organization skills and follow-through when handling multiple projects with shifting priorities. Ability to take initiative, work under pressure, meet deadlines, and switch activities as needed.
- Knowledge of bookkeeping and clerical procedures, as well as strong writing and copyediting skills for creating external-facing marketing materials and internal reports.
- Experience in MS Word and Excel, FileMaker Pro and Vimeo.

**Knowledge/Experience Desired:**

- Television production experience and familiarity with the independent producer community.
- Proven record in conceptualizing and implementing innovative marketing and digital media distribution strategies.
- Working knowledge of public television program distribution and delivery via PBS and other networks.
- Experience with WordPress, HTML/CSS and Premiere.
- Experience with business development.

**Tracking:**

Added to system: 3/30/15 2:23 PM

ID: 375

Last updated: 9/11/15 2:29 PM



## PROJECT SUPERVISOR, VIDEO PRODUCTION AND DISTRIBUTION

Forum topic *Project Supervisor, Video Production and Distribution* has been updated.

### Position Summary:

The Project Supervisor for KQED Presents is responsible for packaging public television programs for distribution via PTV networks -- for example, PBS, APT, NETA, etc. The Project Supervisor also provides production assistance for the KQED local production Truly CA, and the KQED national series Film School Shorts.

Key responsibilities include management of production relationships; multi-platform project delivery; compliance with distributor and FCC regulations; distribution strategy and planning; and promotion of programs through online marketing, written materials and phone calls to PTV stations to establish program carriage.

### Essential Functions:

- Serve as the Associate Producer on Film School Shorts.
- Manage overall production relationships. This starts with effectively communicating to independent producers the procedures, rules and regulations of public media distribution. Responsibilities also include creating and maintaining clear plans and delivery schedules for producers, as well as functioning as an intermediary between producers and PTV distributors.
- Review initial proposals and completed programs to determine whether KQED should pursue a presentation relationship with the producer. Provide feedback on rough cuts and/or fine cuts throughout the production process.
- Maintain submissions database, review films for consideration, track deliverables, book edits, receive and review media, and maintain records on this KQED production.
- Identify and craft solutions to technical problems that arise during production, post production and distribution.
- Work with KQED's legal team to ensure compliance with underwriting, obscenity, and other legal and technical requirements of the FCC and public television distributors.
- Conceptualize and create promotional materials to support programs through a station relations campaign.

### Other Job Functions:

- Manage financial tracking, billings, and Invoice payments for the department.
- Assist KQED Presents Manager with administrative and other duties as required, including day-to-day correspondence, problem solving, archiving and DVD/tape dubbing.
- Provide advice and support on social media campaigns.
- Regularly evaluate and suggest ways to improve shared department templates, databases and other department systems in order to improve the overall service of KQED Presents.

### Knowledge/Experience Required:

- A solid understanding of film and digital media production, with an emphasis on post production and ability to learn new software and web tools.
- Exceptional critical thinking skills and ability to communicate and respond to staff and business associates diplomatically, effectively and professionally.
- A self-starter. Good organization skills and follow-through when handling multiple projects with shifting priorities. Ability to take initiative, work under pressure, meet deadlines, and switch activities as needed.
- Knowledge of bookkeeping and clerical procedures, as well as strong writing and copyediting skills for creating external-facing marketing materials and internal reports.
- Experience in MS Word and Excel, FileMaker Pro and Vimeo.

### Knowledge/Experience Desired:

- Television production experience and familiarity with the independent producer community.
- Proven record in conceptualizing and implementing innovative marketing and digital media distribution strategies.
- Working knowledge of public television program distribution and delivery via PBS and other networks.
- Experience with WordPress, HTML/CSS and Premiere.
- Experience with business development.

\*\*Please apply online at: <http://ww2.kqed.org/about/jobs/> \*\*\*

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## Requisition: Manager of Facilities

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>4/30/14</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>240</b>	Replacement for: <b>Frank Charlton</b>
Title: <b>Manager of Facilities</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b>	Filled date: <b>1/9/15</b>
Status: <b>Filled</b>	Filled By: <b>Mark Hammond</b>
# of openings: <b>0</b>	Start Date: <b>1/9/15</b>
Budget Status:	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Department:** Facilities

**Division:** Technology

Utilizing critical building maintenance systems, the Manager, Facilities will be responsible for day-to-day operation of building systems, including HVAC, electrical, plumbing and housekeeping needs. This position is responsible for leadership and direct supervision of maintenance and central services staff. The individual must have flexibility to work different shifts in a given week in order to effectively manage staff and respond to changing operational needs. Occasional weekend work is required.

- Manages and directly supervises utility maintenance, housekeeping, central services, and parking staff and operations.
- Supervises in-house staff in day-to-day maintenance of building systems (HVAC, electrical, and plumbing).
- Utilizes technology to control and schedule operation of HVAC equipment and systems.
- Spot-checks building cleanliness to identify immediate needs for housekeeping support.
- Periodically meets with City and State inspectors to document inspection findings and to manage compliance efforts.
- Compliance with local, state and federal regulations regarding health and safety including documentation of consistent compliance.
- Ensures that Facilities Department provides timely support for KQED events.
- Represents the department in business event planning meetings and discussions and ensures that facilities staff, equipment, and contractors are scheduled in support of events.

### **Credentials/Education Required:**

- BA degree in related discipline. Previous applicable experience may be considered in lieu of 4 year degree. Working knowledge of one or more building maintenance trades such as carpentry, electrical, janitorial or HVAC work.

### **Knowledge / Experience Required:**

- Demonstrated supervisory and team management skills and experience are required.
- Excellent Computer skills in MS Word and Excel as well as other database packages.
- Experience managing in a union setting.
- Prior experience supporting or managing skilled trade workers and tasks desired; knowledge of industry standards and best practices for janitorial, carpentry, electrical and HVAC work.
- Must be able to use computer-based control programs that operate critical facilities systems and equipment.
- Ability to manage and organize projects with a strong attention to detail required.
- Must have flexibility to work different shifts in a given week in order to effectively manage staff and respond to changing operational needs. Occasional weekend work is required.
- Must be able to lift and carry up to 50lbs
- Knowledge of Building Systems (i.e. HVAC, Security systems)
- Must have excellent verbal and written communication skills as well as strong interpersonal skills.
- Must possess and maintain current a valid CA driver's license with a good driving record.

### **Tracking:**

Added to system: 4/30/14 2:58 PM


ID: 240

Last updated: 9/10/15 4:11 PM

The Facilities Manager must have experience managing in a union setting. Occasional weekend work is required.

Visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs) for a detailed description of the position and to apply.

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**Description**

**Price**

Facilities Manager for KQED

SF bay area > city of san francisco > potrero hill > general labor \$75.00 USD

**Total amount charged: \$75.00 USD**

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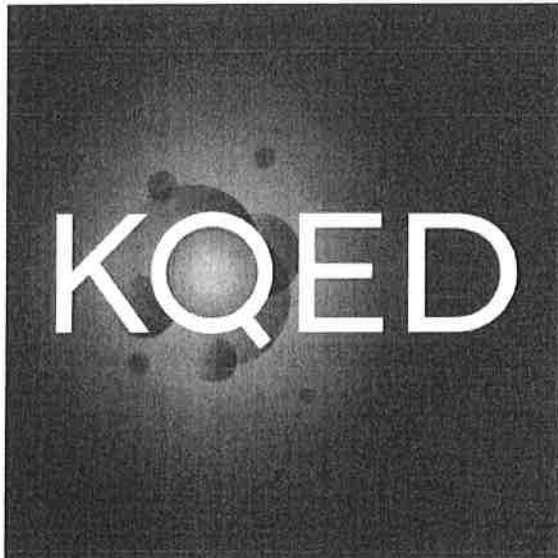
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**Facilities Manager for KQED (potrero hill)**



2601 Mariposa Street  
([google map](#)) ([yahoo map](#))

KQED Inc. is a public broadcasting leader, recognized nationally for our innovative and informative programming on radio, television and the internet.

compensation: **negotiable**

non-profit organization

We are currently seeking an individual who will be responsible for day-to-day operation of building systems, including HVAC, electrical, plumbing and housekeeping needs. Your leadership skills will be an important asset in this role as you direct and supervise maintenance and central services staff. This includes ensuring that Facilities Department provides timely support for KQED events, periodically meeting with City and State inspectors to document inspection findings and managing compliance efforts. The individual must have flexibility to work different shifts in a given week in order to effectively manage staff and respond to changing operational needs.

## Requisition: Manager, Marketing and Communications

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>2/13/15</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>342</b>	Replacement for: <b>Evren Odcikin</b>
Title: <b>Manager, Marketing and Communications</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>4/8/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

#### Position Summary:

Under the leadership of the executive director, this position is responsible for setting promotional priorities and initiatives for KQED and for managing media relations, promotions, advertising, and branding on all platforms, including television, radio, print, outdoor and interactive. These campaigns include institutional and cross-departmental initiatives, as well as specific broadcast and online properties. The Manager also acts as a primary media contact for KQED; creates press materials, and oversees relationships with local and national press contacts.

The Manager supervises two full-time positions, the social media specialist and the marketing and communications coordinator, along with the communications intern. This position works closely with all departments at KQED and acts as the conduit for information regarding cross-departmental programs and initiatives. This position works closely with the executive director to manage the department budget and accounting processes for marketing and communication initiatives.

### **Essential Functions:**

#### 1. Media Relations

- a. Acts as a primary media contact for KQED.
- b. Manages relationships with local and national press and is responsible for pitching stories and scheduling interviews with KQED personnel.
- c. Creates and distributes press materials (press releases, photographs and video reels) for local and national properties.
- d. Hires photographers and coordinates photography shoots with KQED staff and properties.
- e. Manages online press room for KQED, press lists, and press release distribution on database system.
- f. Writes and edits corporate communications and descriptions for KQED content areas, programs and platforms.
- g. Manages media relations at local and national events.
- h. Edits and distributes communications reports to senior management and content teams.

#### 2. Marketing and Advertising

- a. Assists the executive director in setting promotional priorities and building marketing, brand, and communications strategy.
- b. Serves as project manager on promotional and advertising campaigns for KQED, KQED News, KQED Bay Area Life and KQED Education.
- c. Serves as a key member of the digital marketing team, and oversees coordination of social media and online promotional activities.
- d. Assists the executive director as the creative lead for all promotional, branding, and advertising campaigns.
- e. Manages the implementation of promotions with cross-departmental teams, external partners and vendors.
- f. Manages and executes all trade and paid advertising (for broadcast, print and online) and acts as the main contact for external advertising buyer.
- g. Oversee creation of promotion items, signage and print collateral.

### **Knowledge/Experience Required:**

1. Bachelor's Degree.
2. Five to seven years of experience in media relations, advertising, marketing, and brand preferably in the media, news or entertainment industry.

3. Previous supervisory experience.
4. Strong writing, copy editing and creative skills required.
5. Ability to manage multiple projects and cross-departmental teams.
6. Digital Marketing, social media, SEM, and programmatic ads.
7. Strategic thinking for large, long-term projects and attention to detail in execution of PR and promotional plans.
8. Excellent communications skills (email, phone and in person) for media, general public and staff.
9. Ability to work under pressure and meet deadlines
10. Experience in leading design processes and knowledge of advertising best practices.
11. Experience in working with photographers in creative and institutional photo shoots.
12. Comprehensive knowledge of Microsoft Office, online databases, and HTML

**Tracking:**

Added to system: 2/13/15 11:46 AM

ID: 342

Last updated: 4/8/15 11:28 AM

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## Sales Receipt

---

Ms. Diana Liang  
2601 Mariposa Street  
San Francisco, CA 94112 USA

**Date:** 2/18/2015**Re:** 1- Online Classified Advertisement: www.mediabistro.com**Job ID Number:** 176963**Posted by:** Diana Liang on 2/18/2015**Company:** KQED.Inc**Job Title:** Manager, Marketing and Communications**Job requirements/qualifications:**

Position Summary: Under the leadership of the executive director, this position is responsible for setting promotional priorities and initiatives for KQED and for managing media relations, promotions, advertising, and branding on all platforms, i...

**Comment:** (Em. ID:40253)

<b>Sold To:</b>	Ms. Diana Liang 2601 Mariposa Street San Francisco, CA 94112 USA
<b>Name on Card:</b>	Joanne Carder
<b>Card:</b>	*****083 (American Express) Exp 05/18
<b>Charged On:</b>	2/18/2015 5:29:10 PM
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<b>Authorization Code:</b>	128269
<b>Price:</b>	\$279

**Total: \$279**

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## Requisition: Interactive Media Producer, Education

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>3/12/15</b>	Reason for Opening:
Job Code: <b>363</b>	Replacement for:
Title: <b>Interactive Media Producer, Education</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>5/13/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **\*\*\*KQED is excited to announce that our Education department is expanding and will have 5 new positions open. Below you can find one of our education opportunities.\*\*\***

#### Position Summary:

KQED Education enhances learning experiences through the innovative utilization of media. We strive to use our media expertise to inspire learners through the innovative application of media-based technologies and instructional strategies.

The Interactive Media Producer, Education, creates rich media assets – including self-paced learning modules and tutorials, demonstration videos, interactive media tools and supports for courses, etc. – to help educators build their professional knowledge and skills to extend their professional practice with and through media and technology.

Through targeted and engaging online learning experiences that can also be used with their students, teachers and informal educators will be able to access the tools they need to learn how to be multimedia readers, writers and makers. The ideal candidate is a seasoned producer and lifelong learner who understands the role media and technology can play in addressing needs of diverse learners, is well-versed in educational trends and is passionate about teaching and learning with educational technology.

1. Develop professional learning media assets to support educators in the development and application of new media skills to their practice.
2. Manage the KQED Education professional development media production schedule; contribute to the planning and implementation of KQED Education's overall production schedule.
3. Manage and implement all aspects of the production process for video, audio, interactive and other web-based professional learning media assets from preproduction planning to shooting to editing to publishing.
4. Works with the lead instructional designer and educational content managers to identify topics for professional learning media production.
5. Lead and/or assist in the planning, development and delivery of online courses and modules.
6. Curate professional learning resources from other open educational resource providers to supplement KQED professional learning content.
7. Create interactive media assets for online learning tools, modules and courses to benefit educators and learners
8. Publish content online in conjunction with KQED Education distribution strategy.
9. Participate in learning and evaluation activities and manage data and metrics tracking and reporting connected to project.
10. Manage expense budget connected to project plan.
11. Participate in department planning and operations as an active member of KQED Education team .
12. Other duties as assigned.

#### **Knowledge/Experience Required**

1. Experience with Adobe Creative Cloud, focusing on Premiere and After Effects
2. Proficiency in video production to include producing, cinematography, lighting, and video interviewing.
3. Experience with web production to include image manipulation, graphic creation, web 2.0 applications, WordPress, and HTML
4. Demonstrated experience in multimedia production project management and workflow
5. Experience with tracking data and digital asset management
6. Demonstrated experience producing for educational audiences, adult and youth learners alike
7. Excellent oral and written communication skills
8. Ability to work collaboratively in a fast-paced, deadline-driven production environment

#### **Knowledge/Experience Desired**

1. Experience with educational media and technology
2. Knowledge of Common Core Sate Standards and Next Generation Science Standards
3. Knowledge of instructional strategies and pedagogy

#### **Tracking:**

Added to system: **3/12/15 4:35 PM**

ID: **363**

Last updated: **5/13/15 4:15 PM**

**Diana Liang**

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<receipts+Pe0Fe2DEtIjtjAFJNEATI@stripe.com>  
**Sent:** Monday, March 16, 2015 12:52 PM  
**To:** Diana Liang  
**Subject:** Your Edsurge, Inc receipt [#1708-2496]



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March 16, 2015

#1708-2496

Description	Price
EdSurge charge for Edtech Job posting. Placement plan: \$100 for Job Board	\$100.00
<b>Total</b>	<b>\$100.00</b>

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## Requisition: Salesforce Administrator

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>4/28/15</b>	Reason for Opening: <b>New Position</b>
Job Code: <b>378</b>	Replacement for:
Title: <b>Salesforce Administrator</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>6/12/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Liang, Diana

Offer Approvers: **[1]** Cabanatuan, Adrianne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

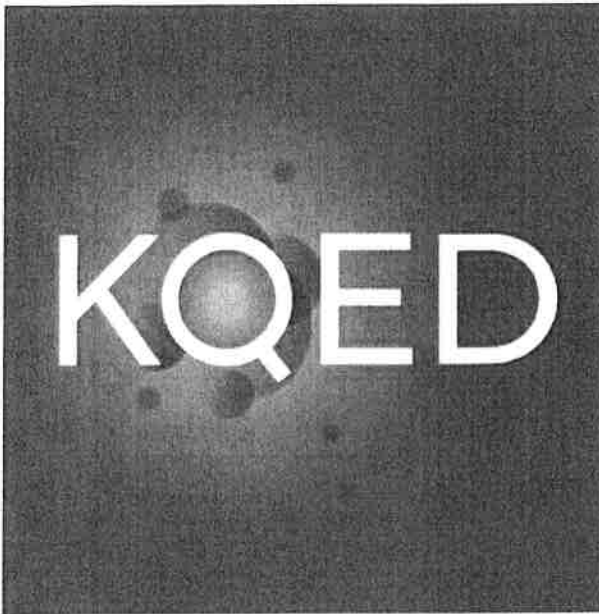
#### Position Summary:

CL SF bay area > san francisco > jobs > software/qa/dba/etc

reply below Posted: 7 days ago

◀ prev ▲ next ▶

## Salesforce Administrator (potrero hill)



compensation: Competitive

non-profit organization



### Position Summary:

The Salesforce Administrator is the lead technical resource for Salesforce-based systems at KQED, supporting existing applications and developing new ones to meet evolving needs. The primary responsibilities of the role are to manage the Salesforce production and sandbox environments, including testing new software releases, implementing changes to views, profiles and security settings, developing and testing reports, and managing user accounts. The Salesforce Administrator also supports related Salesforce-based applications, including roundCause, Eloqua and others. The Salesforce Administrator works with key representatives from Membership, Major Giving, Planned Giving, Foundations, Corporate Support, Legal, Finance and other units to document and improve business processes and to implement new workflows.

### Essential Functions:

- Administer Salesforce, roundCause, Eloqua, Omniscope and related applications
- Coordinate testing and manage deployment of software updates
- Support Salesforce users with account management, training and coaching
- Develop, test and revise custom reports and dashboards to meet operational requirements
- Develop and maintain administrator and user documentation
- Establish and implement best practices for security and access controls
- Develop data handling processes to minimize duplication
- Create, maintain and enforce data integrity standards

### Other Job Functions:

- Assist engineering & technical staff with system upgrades
- Assist support staff with second- and third- level tech support as needed

### Knowledge/Experience Required:

- 2+ years as a Salesforce Administrator
- Excellent written and verbal communication skills
- Highly organized and detail oriented
- Ability to analyze and deconstruct work processes into discrete functional units
- Ability to dynamically manage and prioritize both short- and long-term projects
- Ability to communicate effectively with non-technical stakeholders
- Creative problem solving

### Knowledge/Experience Desired:

- Salesforce Administrator training and certification
- Salesforce development experience
- Financial analysis and reporting experience
- Experience with non-profit corporations or membership organizations

To apply, visit: <http://ww2.kqed.org/about/jobs/>

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers

## Requisition: Project Manager, Foundation and Government Support

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: 1/13/15	Reason for Opening: <b>Resignation</b>
Job Code: 126	Replacement for: <b>Tara DeRosa</b>
Title: <b>Project Manager, Foundation and Government Support</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>6/26/15</b>
Status: <b>Final Offer Extended</b>	Filled By: <b>Michelle Parker</b>
# of openings: 1	Start Date:
Budget Status: <b>Budgeted</b>	

### Approvals:

Requisition Approvers: [1] Liang, Diana

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Title:** Project Manager, Foundation and Government Support

**Department:** Foundation and Government Support

**Division:** Development

**Reports To:** Director, Foundation and Government Support

**Position Summary:**

The Project Manager, Foundation and Government Support is responsible for identification, cultivation, solicitation and stewardship of grants from private/public foundations and government sources in support of KQED Science and KQED Education. Fundraising for STEM education will be a particular emphasis where KQED Science and KQED Education intersect. This position serves as a key Development staff liaison with KQED Science and KQED Education, and may also be called upon to contribute to a variety of grantwriting/reporting projects beyond science and education topics as assigned by the Director, Foundation and Government Support.

**Essential Functions:**

1. Identifies, develops relationships with and solicits local, regional and national foundations and government agency funding sources for support of KQED Science and KQED Education, especially where these two areas merge re: STEM education initiatives. Maintains and increases levels of support from current donors while bringing new funders into the fold to support isolated projects and/or ongoing work. Executes this work through coordinated research and strategy development, telephone calls, letters of inquiry, grant proposals, and related correspondence, plus meetings with donors that may involve other Foundation and Government Support staff and/or KQED content staff. (55%)
2. Complies with and meets deadlines for reporting requirements concerning the progress and outcomes of funded projects and activities—both internally (coordinating with KQED Science, Finance, Legal and other departments) and externally (to funders). (25%)
3. Works constructively, diplomatically and effectively with KQED staff in developing proposals and programmatic elements to maximize opportunities for securing the largest and most appropriate funding. Coordinates fundraising efforts with annual fund, campaign and corporate underwriting staff. Fundraising for KQED's science and education initiatives will be the focus of this position with room for added projects. (10%)
4. Supports ongoing research on programming interests and priorities of potential funders and disseminates information internally as appropriate. (5%)
5. Helps plan, execute and staff stewardship activities, including special events and screenings, selected mailings, and donor recognition (on-air credits, press releases, and other media) for portfolio projects, donors and prospects. (2.5%)
6. Other essential duties as required. (2.5%)

**Knowledge and Experience Required:**

1. Bachelor's degree
2. 3-5 years grantwriting experience
3. Strong project management experience, including an ability to independently lead collaborative efforts that require the support and contributions of diverse staff with varying responsibilities.
4. Ability to persuasively communicate with and diplomatically respond to present and potential funders, staff, community contacts, etc.

5. Strong writing skills; ability to compose, edit and proof correspondence, reports, proposals, etc.
6. Ability to interact well with people at all levels and to work well in a team environment.
7. Ability to manage multiple, simultaneous projects and deadlines.
8. Strong research skills and ability to access information about new funders, foundations, etc.

**Knowledge and Experience Desired:**

1. Familiarity with local, regional and/or national foundation community; knowledge of science and environment funders; understanding of science/STEM education; prior experience with federal grant proposals
2. An understanding of public media—its infrastructure, history and current challenges/opportunities

**Tracking:**

Added to system: 1/31/13 4:17 PM

ID: 126

Last updated: 9/11/15 2:30 PM



# THE CHRONICLE OF PHILANTHROPY

## Job Details

### Project Manager, Foundation and Government Support

**KQED**

**Posted:** April 17, 2015

**Location:** California

**Position:** Fundraising, Program

**Field:** Public broadcasting

**Salary:** Not specified

**Website:** <http://www.kqed.org/>

**Application Deadline:** Open until filled

**Category:** Corporate and foundation relations, Other fundraising, Other programs

**Employment Level:** Full-time

**APPLY NOW**

**SAVE JOB**

**Position Summary:**

The Project Manager, Foundation and Government Support is responsible for identification, cultivation, solicitation and stewardship of grants from private/public foundations and government sources in support of KQED Science <http://www.kqed.org/science/> and KQED Education <http://www.kqed.org/education/>. Fundraising for STEM education will be a particular emphasis where KQED Science and KQED Education intersect. This position serves as a key Development staff liaison with KQED Science and KQED Education, and may also be called upon to contribute to a variety of grantwriting/reporting projects beyond science and education topics as assigned by the Director, Foundation and Government Support.

**Essential Functions:**

1. Identifies, develops relationships with and solicits local, regional and national foundations and

government agency funding sources for support of KQED Science and KQED Education, especially where these two areas merge re: STEM education initiatives. Maintains and increases levels of support from current donors while bringing new funders into the fold to support isolated projects and/or ongoing

work. Executes this work through coordinated research and strategy development, telephone calls, letters

of inquiry, grant proposals, and related correspondence, plus meetings with donors that may involve other

Foundation and Government Support staff and/or KQED content staff. (55%)

2. Complies with and meets deadlines for reporting requirements concerning the progress and outcomes of

funded projects and activities—both internally (coordinating with KQED Science, Finance, Legal and other departments) and externally (to funders). (25%)

3. Works constructively, diplomatically and effectively with KQED staff in developing proposals and programmatic elements to maximize opportunities for securing the largest and most appropriate funding.

Coordinates fundraising efforts with annual fund, campaign and corporate underwriting staff. Fundraising

for KQEDs science and education initiatives will be the focus of this position with room for added projects. (10%)

4. Supports ongoing research on programming interests and priorities of potential funders and disseminates

information internally as appropriate. (5%)

5. Helps plan, execute and staff stewardship activities, including special events and screenings, selected mailings, and donor recognition (on-air credits, press releases, and other media) for portfolio projects, donors and prospects. (2.5%)

6. Other essential duties as required. (2.5%)

#### **Knowledge and Experience Required:**

1. Bachelors degree
2. 3-5 years grantwriting experience
3. Strong project management experience, including an ability to independently lead collaborative efforts that require the support and contributions of diverse staff with varying responsibilities.

**Requisition: Manager, IT Projects and Services****Requisition Owner(s):**

Requisition Owners: Cabanatuan, Adrienne

**Requisition Information:**

Opened Date: 3/25/15	Reason for Opening: Resignation
Job Code: 373	Replacement for: Michelle Collier
Title: <b>Manager, IT Projects and Services</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b>	Filled date: 7/8/15
Status: Filled	Filled By: <b>John Reilly</b>
# of openings: 1	Start Date: 7/20/15
Budget Status: <b>Budgeted</b>	

**Approvals:**

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**Description: **Position Title:** Manager, IT Projects & Services**Reports To:** Exec. Director, Media Technology & IT**Department:** Information Technology**Division:** Engineering & Technology

**Position Summary:**

The Manager, IT Projects & Services leads major technology initiatives and oversees IT staff in operational and support roles. This position is the technical lead in a multi-year cross-departmental effort to modernize the systems that support financial, operational and other back-office functions at KQED. The Manager, IT Projects & Services will lead a process to document integrated business processes, guide internal staff for functional requirements gathering, manage vendor selection processes, work with project vendors through design, implementation, deployment and support phases, and develop workflow-centered documentation and training standards. The Manager, IT Projects & Services will also supervise operational and support staff in the IT department and align the service portfolio of the Department with the evolving needs of the organization.

**Essential Functions:**

- Oversee improvements to financial and operational business applications and workflows
- Manage IT Department applications support and help desk staff
- Manage IT departmental financial processes, including forecasting, budgeting, and contracting
- Lead tool selection process for G/L, AR/AP, forecasting and payroll systems
- Lead teams for deployment, configuration and training on new tools
- Oversee ongoing functional improvements to a Salesforce-based CRM application
- Develop task-specific workflow documentation and support resources
- Develop and manage standards for IT service portfolio and internal SLA
- Identify and manage resources for ongoing skill- and workflow-based training programs
- Build and maintain customer support and communications procedures

**Other Job Functions:**

- Represent IT at systems planning meetings with operational and financial staff
- Participate in Technology Group management and project planning process
- Serve as a technology ambassador to KQED staff

**Knowledge/Experience Required:**

- 5+ years experience in financial or IT project management roles at a mid-sized or large company
- 2+ years staff management experience

- 2+ years purchasing, budget and contract management experience
- Experience with Enterprise Resource Planning platforms
- Experience managing multiple large-scale high-value technology projects
- Excellent written and verbal communication skills
- Highly organized and detail oriented
- Experience managing independent contractors
- Ability to analyze and deconstruct work processes into discrete functional units
- Ability to dynamically manage and prioritize both short- and long-term projects
- Ability to communicate effectively with non-technical stakeholders
- Creative problem solving

**Credentials/Education Required:**

- Degree or Certificate in Business Administration, Business Technology or Project Management preferred

**Knowledge/Experience Desired**

- Experience with non-profit corporations
- Experience with Salesforce, Microsoft Business Dynamics G/L, SAP BPC and Ceridian payroll

**Tracking:**

Added to system: 3/25/15 3:36 PM

ID: 373

Last updated: 7/8/15 2:36 PM

## Adrienne Cabanatuan

---

**From:** Accounts Payable  
**Sent:** Wednesday, May 13, 2015 10:25 AM  
**To:** Adrienne Cabanatuan  
**Subject:** FW: craigslist post 5020058625: "Manager, IT Projects and Services"

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

**From:** craigslist - automated message, do not reply [mailto:robot@craigslist.org]  
**Sent:** Monday, May 11, 2015 10:25 AM  
**To:** Accounts Payable  
**Subject:** craigslist post 5020058625: "Manager, IT Projects and Services"

This email contains:

- 1) information about your transaction
- 2) instructions for how to locate and manage your post
- 3) instructions for contacting craigslist
- 4) terms of use

- 
- 1) information about your transaction

posting ID: 5020058625  
date: 2015-05-11

Item: jobs posting  
Title: Manager, IT Projects and Services  
Location: SF bay area  
Category: business/mgmt  
Price: \$75.00 USD

**Quantity: 1 posting debited against your prepaid block.**

The terms of use are in section 4 below.

---

- 2) how to locate and manage your posts

Your ad can be found here:

<http://sfbay.craigslist.org/sfc/bus/5020058625.html>

\*\*\* Please keep in mind that it may take up to 30 minutes for your posts to fully appear and be searchable in each appropriate category and area.

To edit, delete, or repost your ad:

<https://post.craigslist.org/u/bjx-eAL45BGRRJIHXlm9bA/4dyhu>

---

3) contact information for craigslist

for customer service issues:

email: [support@craigslist.org](mailto:support@craigslist.org)

for questions related to billing:

email: [billing@craigslist.org](mailto:billing@craigslist.org)

phone: 415-399-5200, extension 8283

mailing address: craigslist.org, 222 Sutter Street, 9th Floor, San Francisco, CA 94108-4460, USA

fax: (415) 398-5213

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4) terms of use

**WELCOME TO CRAIGSLIST.** We hope you find it useful. By accessing our servers, websites, or content therefrom (together, "CL"), you agree to these Terms of Use ("TOU"), last updated December 05, 2013.

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## Requisition: Senior Editor, Silicon Valley News Desk

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>12/16/13</b>	Reason for Opening: <b>New Position</b>
Job Code: <b>196</b>	Replacement for:
Title: <b>Senior Editor, Silicon Valley News Desk</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b>	Filled date: <b>9/22/14</b>
Status: <b>Filled</b>	Filled By: <b>Beth Willon</b>
# of openings: <b>1</b>	Start Date:
Budget Status: <b>Budgeted</b>	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Title:** Senior Editor, KQED Silicon Valley News Desk

**Reports To:**

**Department:** News



**Position Summary:**

The Senior Editor of the new KQED Silicon Valley News Desk leads and supervises a multi-media reporting team responsible for covering Santa Clara County and Silicon Valley news for radio, television, web, mobile and social media. The News Desk is based at the KQED Silicon Valley media center in the heart of downtown San Jose.

The editorial mission of KQED Silicon Valley News Desk coverage is twofold:

- i. The News Desk will produce highest quality, multimedia coverage of major news of the day which affects residents of the Santa Clara County and Silicon Valley region. This reporting will focus on the region's local governments; its economy, workforce and businesses; its major institutions; and its diverse immigrant communities, cultures and people.
- ii. The News Desk also will launch and produce a new, branded online property specifically focused on innovation and technology. A smart, informative blog with video and audio features about the impact of innovation and technology on society will be the origination point of this property and its coverage.

As head of the News Desk, the Senior Editor is responsible for assuring the highest quality of News Desk content; supervising News Desk staff; making daily and long-lead assignments; coordinating coverage and special projects with other KQED News units and programs; and producing and delivering News Desk content for radio and television broadcast, and the web, mobile and social media platforms.

**Essential Functions:**

1. In consultation with the KQED News Director, sets goals and direction for the SV News Desk team.
2. Supervises News Desk staff which includes a regional news Reporter and an innovation and technology Editor/Blogger.
3. Assigns News Desk staff, edits coverage and supervises production.
4. Edits news and feature reporting and related web content. Reviews news scripts, edited audio and video news content, blog posts, photographs, video and databases.
5. Supervises editorial direction and production of the innovation/tech daily blog posts and other related content.
6. In coordination with the News Director and other Senior Editors, assigns News Desk staff to cover stories for KQED News and The California Report. Arranges for News Desk staff appearances on Forum and KQED Newsroom.

7. As needed, reports and produces news and features for KQED News coverage and appears on KQED television and radio programs.
8. Participates in long-term coverage planning as a member of the KQED News senior editorial team.

**Non-Essential Functions:**

1. On occasion, fills in for other editors.
2. Oversees research for story assignments.
3. Initiates and participates in special editorial projects.
4. Represents KQED in events.
5. Other duties, as assigned.

**Credentials/Education Required:**

Ten years of experience in news reporting and editing required. Minimum of six years of editorial desk leadership experience preferred. Radio, television and/or online production experience preferred. B.A. degree in journalism, broadcast, mass communications or comparable media curriculum preferred.

**Knowledge/Experience Required:**

1. Experienced newsroom leader.
2. Managed news desk or news operation that involved assignment of stories to reporters and editing of final product.
3. Excellent news judgment.
4. Excellent organizational skills to manage briskly paced, multi-platform news operation.
5. Excellent news writer and editor.
6. Familiarity with audio and video production.
7. Familiarity with web publishing.
8. Thorough knowledge of journalistic principles, ethics and standards.
9. Excellent communications skills.
10. Demonstrated ability to work well with both veteran and new reporters, editors and producers.
11. Ability to work under deadline pressures.

**Knowledge/Experience Desired:**

1. Working knowledge of the Santa Clara County/Silicon Valley region.
2. Working knowledge of a range of significant regional and state-wide public affairs issues and subjects such as government and politics, the economy, education, health, immigration, legal affairs and the environment.
3. Experience in online news production.
4. Ability to edit multimedia content.
5. Experience working in a demographically diverse news environment.
6. Experience in building news team and news operation a plus.

**Tracking:**Added to system: **12/16/13 3:41 PM**ID: **196**Last updated: **9/7/14 10:01 AM**

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Purchase Type	Job Board-Job Posting
Description	30-Day Job Posting
Cost	\$150.00 USD
Detail	30-Day Job Posting
Began	04-23-2013
Ended	05-23-2013
Resume Access	Yes
Jobs Allowed	1
Jobs Posted	1
Job Cycle	30 Days

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### Requisition: Reporter, News - Enterprise

**Requisition Owner(s):**

Requisition Owners: Cabanatuan, Adrienne

**Requisition Information:**

Opened Date: 1/16/15	Reason for Opening: <b>Internal Transfer</b>
Job Code: 337	Replacement for: <b>Cy Musiker</b>
Title: <b>Reporter, News - Enterprise</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date:
Status: <b>Closed</b>	Filled By:
# of openings: 1	Start Date:
Budget Status: <b>Budgeted</b>	

**Approvals:**

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description: **Position Title:** Reporter III KQED News

**Reports To:** Senior Editor, News

**Department:** News

**Division:** News

**Position Summary:**

The Radio News/Reporter III is an enterprise reporting position based in San Francisco. The reporter is responsible for researching investigating, producing and recording radio news stories in Northern California. Also participates in special radio projects and productions. This position requires a strong reporter equally at ease reporting for radio newscasts, as well as in-depth features and creating online content. The Reporter III must be proficient at spots, cut-and-copy, voice overs and live on-air debriefings for broadcast, with a strong emphasis on enterprise and beat reporting work. The reporter will also be proficient at writing text stories, blog posts and producing other online news content for the web, mobile and social media platforms. This reporter must be a strong story-teller, with demonstrated creative approach to the craft of radio features work and experience covering a beat. Investigative skills are a strong plus.

**Essential Functions:**

1. Develops, researches and reports in-depth features work and series projects.
2. Writes, posts and edits stories and a variety of editorial content to the web, mobile and social media, such as audio, scripts, text stories, blog posts, photographs, video and databases, when the online team needs assistance.
3. Assists the Senior Editor in developing coverage strategies, daily assignments and transition plans to afternoon newscasts off their beat topic area.
4. Researches, investigates and writes stories from the studio and in the field for radio broadcast.
5. Conducts taped and live phone interviews.
6. Logs, edits and dubs sound for story production as necessary.
7. Conducts live on-air and live-to-tape news source and reporter debriefings as assigned

**Non-Essential Functions:**

1. Provides editorial content for AM and PM newscasts when necessary.
2. Contributes items to the News Calendar.
3. Researches, reports, writes and produces stories from the studio and in the field for radio broadcast and web posting.
4. Assist in supervising interns and monitoring their work.
5. Subs in as anchor with training and support in place, as needed

**Education:**

• B.A. degree in journalism, broadcast, mass communications or comparable media curriculum preferred.

### **Knowledge/Experience Required:**

1. Six years minimum experience as broadcast news reporter.
2. Experience in reporting spots and cuts and scripts for radio newscasts and reporting live on-air. (Must include audio examples with their application)
3. Excellent news writing,
4. Excellent editing and reporting skills.
5. Excellent news judgment.
6. High proficiency in on-air voicing skills.
7. Thorough knowledge of journalistic principles, ethics and standards.
8. Working knowledge of sound editing and radio production techniques.
9. Familiarity with web, mobile, social media editing and publishing. Experience in blogging or other multimedia online news writing, story-telling, and content presentation management a plus.
10. Ability to research and analyze news using a variety of technologies, methods and sources.
11. Demonstrated ability to cover range of significant public affairs issues and subjects such government and politics, the economy, education, health, immigration, legal affairs and the environment.
12. Ability to interview and communicate with a variety of individuals.
13. Ability to research and communicate through variety of mobile and digital tools.
14. Excellent organizational skills to work in briskly paced, multi-platform news operation.
15. Ability to work under deadline pressures.

### **Knowledge/Experience Desired:**

1. Working knowledge of the 9-county Bay Area and the Sacramento region preferred.
2. Working knowledge of a range of significant regional and state-wide public affairs issues and subjects such as government and politics, the economy, education, health, immigration, legal affairs and the environment preferred.
3. Experience working in a demographically diverse news environment strongly desired.
4. Experience in participating in the building of a news team and news operation a plus.

**Tracking:**

Added to system: 1/16/15 3:46 PM

ID: 337

Last updated: 9/3/15 11:25 AM

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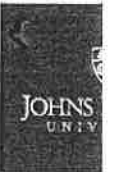
### News Reporter - Enterprise

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KQED News informs and engages our audiences where they are on the important issues that shape the Bay Area's unique flavor. Our dedicated news team is looking for a person who loves audio reporting and is passionate about connecting Bay Area audiences to the people, places and issues important to our region.

In this role you will use your ability to know a great story when you hear it and your ability to engage our audience with your own compelling, narrative story-telling. This is a great opportunity to join the KQED news team to help make KQED the region's go-to source to discover, explore and learn about the important issues impacting the region.

The ideal candidate will be a seasoned reporter who loves audio reporting and has thorough knowledge of journalistic principles, ethics and standards. Excellent research and news writing skills are important as well as the ability to interview and communicate with a wide variety of individuals.

If you want to be part of a team producing audio and digital content to reach new audiences and help bridge the divide between people in different communities and different walks of life, then you may be just right for this team.

Visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs) for more information and to apply.

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**Posted:**

January 29, 2015

**Location:**

San Francisco, California

**Salary:**

Open

**Type:**

Full Time - Experienced

**Category:**

Jobs

**Preferred Education:**

4 Year Degree

**KQED**

KQED is an award winning public broadcasting news organization. We offer coverage in news and public affairs that concern our listeners in Northern California and beyond.

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## Requisition: Editor Mindshift

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>7/9/14</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>251</b>	Replacement for:
Title: <b>Editor Mindshift</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>9/22/14</b>
Status: <b>Filled</b>	Filled By: <b>Ki Sung</b>
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Reports To:** Executive Director  
**Department:** Interactive  
**Division:** Digital Media & Education

**Position Summary:**

MindShift, a respected fast-growing daily news site about the future of learning, is looking for an experienced editor to run the day-to-day operations. The ideal candidate should have a strong background in journalism, be comfortable working on daily deadlines and juggling multiple projects, have an understanding of what makes a great story, and be willing to experiment with different storytelling techniques.

**Essential Functions:**

- Assign and edit articles for a daily publishing schedule.
- Work with writers to finesse copy, find holes and fill in missing pieces in stories, making sure the assignment is covered completely, accurately and in depth.
- Write snappy, compelling headlines and provocative, well-crafted ledes that draw readers in without being gimmicky and coy.
- Find and/or assign images for each article, being able to identify how the image correlates to the headline and the story.
- Nurture and develop a strong stable of freelance writers and work with them closely on keeping consistent the MindShift tone and perspective.
- Develop and keep apace with a robust editorial calendar.
- Set and communicate social media strategies and experiment with different ways of engaging the audience.
- Keep track of freelance budget and handle invoices from freelance contributors.
- Keep apace with education news, spotting trends and understanding what stories to follow. A familiarity with education news is highly preferable, but not mandatory to apply. At the very least, you should have an interest in the subject of learning and be able to suffuse the MindShift lens in every story, image, and headline on the site.
- Write articles as the opportunity arises.
- Represent MindShift at industry events, and report on conferences.
- Help expand MindShift into new media territory, with possibility of developing podcasts, e-books, events, and more.
- Perform other duties as assigned.

**Knowledge/Experience Required:**

- Journalism experience as a managing editor, assigning editor, or senior editor in a fast-paced work environment
- A solid understanding of the education landscape
- Ability to meet daily deadlines
- Excellent judgment for what makes a good MindShift story

- Ability to identify the most interesting nugget in a potential story, and know when to dig deeper
- Ability to find different angles to approach one topic
- Passion for and experience with finding different ways of storytelling, including ideas for audience participation, using audio, video, and images
- Fluency in digital and social media systems
- Ability to juggle multiple priorities simultaneously
- Possesses excellent writing, editing, and fact checking skills; is an articulate, accurate, and timely communicator
- Proficiency in WordPress and Photoshop
- Experience writing clear and coherent assignments with links, sources, ideas, outlines and word count, giving writers a clear understanding of expectations
- Understanding of copyright and permission rules and ethics
- Familiarity with Google Analytics metrics to measure performance, find patterns, and help define successful strategies

**Tracking:**

Added to system: 7/9/14 3:56 PM

ID: 251

Last updated: 9/7/14 10:05 AM

Step 1: Create Account	Step 2: Post Job	<b>Step 3: Preview Job</b>	Step 4: Order Summary	Step 5: Finish
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**Openings in Online Media**

Company: **KQED**  
Position: **Producer**  
Location: **San Francisco, California**  
Job Status: **Not Specified**  
Salary: **Not Specified**  
Website: **<http://http://www.kqed.org/about/jobs/>**

**Description:**

KQED Inc. is a public broadcasting leader, recognized nationally for our innovative and informative programming on radio, television and the internet. We are currently seeking a motivated individual for the On-Call Online Producer in Radio. The On-Call Online Producer is a journalist skilled in a variety of digital news functions, has worked in online news operations and has editorial experience. Digital news functions could include news blogging; updating and managing web pages; editing, writing and formatting digital content (text, photographs, graphics, audio and video); producing multimedia packages; and coordinating content exchanges between different systems and organizations. This person is capable of working with a variety of web publishing tools and content management systems. Individuals who work within this classification will be contacted for on-call work opportunities based on the skill set, qualifications, assignment requirements and capability to perform the work. The ideal candidate has two years minimum experience in daily news, print, broadcast or digital, strong written experience, the ability to work under deadline pressures, journalistic principles, ethics and standards, strong multimedia package producer skills and excellent news judgement.

If you are interested in this opportunity and would like to learn more and apply, please visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs)

**When applying, mention you saw this opening listed at JournalismJobs.com.**

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## Requisition: Newsroom Coordinator

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>4/29/15</b>	Reason for Opening:
Job Code: <b>379</b>	Replacement for:
Title: <b>Newsroom Coordinator</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: <b>6/5/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Liang, Diana

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Summary:**

The Newsroom Coordinator serves as executive assistant to the Executive Editor of News in addition to being the administrative hub



of the KQED News Department, providing both general and directed support to the staff and management. The KQED Newsroom Support Coordinator is responsible for managing the office needs and support services of a busy KQED News & Public Affairs Newsroom. This position is responsible for coordinating the KQED News internship training program. The Coordinator provides staff with information and supplies, directs employees through various administrative processes, maintains databases, coordinates office events and the annual staff retreat, and completes special projects as necessary, such as creating documents and presentation materials. The position requires a self-directed, proactive individual, capable of efficient multi-tasking and thoughtful oversight with little supervision.

### **Essential Functions:**

1. Performs as Executive Assistant to the Executive Editor of News, creating documents and presentations, scheduling, coordinating annual retreat, arranging travel, performing research, taking notes, and attending meetings as needed.
2. Manages, organizes, updates and utilizes department information systems and data sites; trains staff in utilizing these and other digital tools for sharing documents and procedures.
3. With supervisor, schedules bi-annual orientation and training sessions for News internship program in conjunction with KQED Human Resources (e.g. workshops, coordination of IT setups for interns, and other training, etc.).
4. Manages KQED Newsroom supplies and equipment storage (e.g. check in/out equipment, battery charging/distribution, and equipment tracking system).
5. Coordinates selected events involving staff and/or special editorial guests. Oversees catering, building services requests, special orders and other event planning and logistics, as needed.
6. Coordinates Radio award entries including award entry fees and audio/video/text submissions.
7. Serves as liaison between IT, Radio Engineering and other departments, especially with requests for KQED Newsroom and bureau staff IT and equipment needs.
8. Attends internal KQED meetings as needed to represent the News department, and conveys relevant information to News managers and editors.
9. Answers departmental calls and e-mails, directing communications to the appropriate individual or KQED department.
10. Other support duties as assigned, including orientation of new newsroom employees; checking out equipment from departing employees; maintaining press ID's, taxi cab vouchers and parking permits; processing design requests; and preparing CD's for award entries, coordinating staff press passes, maintaining departmental subscriptions, and other needs.

**Knowledge/Experience Required:**

1. 3-4 years office administration experience.
2. Excellent organizational, attention-to-detail, and time management skills.
3. Good writing skills.
4. Must be proficient in current versions of Windows, Word, Excel and Power Point. Experience with Dreamweaver, Google Docs, Survey Monkey and other digital tools is required.
5. Familiarity with standard office procedures, information management, digital files, and office equipment.
6. Excellent interpersonal and communications skills.
7. Demonstrated ability to work under pressure and meet deadlines.
8. Demonstrated ability to multi-task while maintaining accuracy and composure.
9. Ability to work in a very busy workplace environment.
10. Ability to be diplomatic and professional.
11. Ability to gather and coordinate information with various departments, divisions and the public.

**Knowledge/Experience Desired**

1. Executive Support
2. Software Troubleshooting
3. Google Docs
4. Event Coordination
5. Knowledge of Spanish or Mandarin a plus

**Tracking:**

Added to system: 4/29/15 4:17 PM

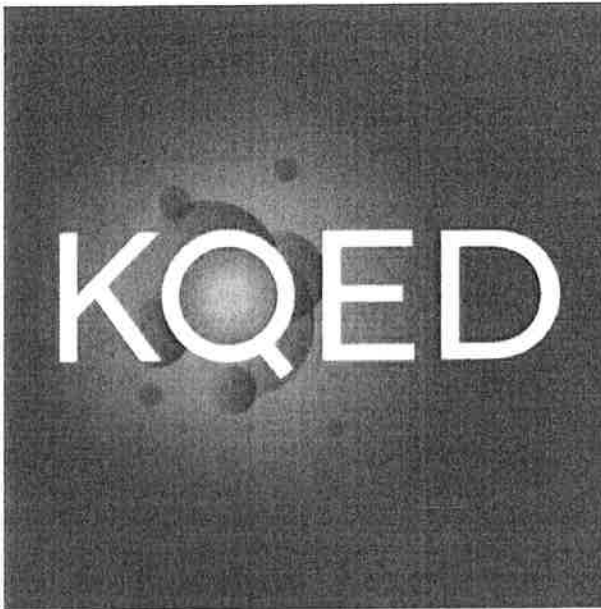
ID: 379

Last updated: 6/8/15 10:00 AM

CL SF bay area > san francisco > jobs > admin/office

reply below Posted: 6 days ago

## Newsroom Coordinator (potrero hill)



compensation: Competitive

non-profit organization



### Position Summary:

The Newsroom Coordinator serves as executive assistant to the Executive Editor of News in addition to being the administrative hub of the KQED News Department, providing both general and directed support to the staff and management. The KQED Newsroom Support Coordinator is responsible for managing the office needs and support services of a busy KQED News & Public Affairs Newsroom. This position is responsible for coordinating the KQED News internship training program. The Coordinator provides staff with information and supplies, directs employees through various administrative processes, maintains databases, coordinates office events and the annual staff retreat, and completes special projects as necessary, such as creating documents and presentation materials. The position requires a self-directed, proactive individual, capable of efficient multi-tasking and thoughtful oversight with little supervision.

### Essential Functions:

1. Performs as Executive Assistant to the Executive Editor of News, creating documents and presentations, scheduling, coordinating annual retreat, arranging travel, performing research, taking notes, and attending meetings as needed.
2. Manages, organizes, updates and utilizes department information systems and data sites; trains staff in utilizing these and other digital tools for sharing documents and procedures.
3. With supervisor, schedules bi-annual orientation and training sessions for News internship program in conjunction with KQED Human Resources (e.g. workshops, coordination of IT setups for interns, and other training, etc.).
4. Manages KQED Newsroom supplies and equipment storage (e.g. check in/out equipment, battery charging/distribution, and equipment tracking system).
5. Coordinates selected events involving staff and/or special editorial guests. Oversees catering, building services requests, special orders and other event planning and logistics, as needed.
6. Coordinates Radio award entries including award entry fees and audio/video/text submissions.
7. Serves as liaison between IT, Radio Engineering and other departments, especially with requests for KQED Newsroom and bureau staff IT and equipment needs.
8. Attends internal KQED meetings as needed to represent the News department, and conveys relevant information to News managers and editors.
9. Answers departmental calls and e-mails, directing communications to the appropriate individual or KQED department.
10. Other support duties as assigned, including orientation of new newsroom employees; checking out equipment from departing employees; maintaining press ID's, taxi cab vouchers and parking permits; processing design requests; and preparing CD's for award entries, coordinating staff press passes, maintaining departmental subscriptions, and other needs.

### Knowledge/Experience Required:

1. 3-4 years office administration experience.
2. Excellent organizational, attention-to-detail, and time management skills.
3. Good writing skills.
4. Must be proficient in current versions of Windows, Word, Excel and Power Point. Experience with Dreamweaver, Google Docs, Survey Monkey and other digital tools is required.
5. Familiarity with standard office procedures, information management, digital files, and office equipment.
6. Excellent interpersonal and communications skills.
7. Demonstrated ability to work under pressure and meet deadlines.
8. Demonstrated ability to multi-task while maintaining accuracy and composure.
9. Ability to work in a very busy workplace environment.
10. Ability to be diplomatic and professional.

## Requisition: Interactive Media Producer, Science Education

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: 3/12/15	Reason for Opening:
Job Code: 361	Replacement for:
Title: <b>Interactive Media Producer, Science Education</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>5/13/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

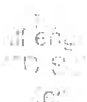
### Description

Description: **\*\*\*KQED is excited to announce that our Education department is expanding and will have 5 new positions open. Below you can find one of our education opportunities.\*\*\***

#### Position Summary:

KQED Education enhances learning experiences through media. We strive to use our media expertise to inspire learners through the innovative application of media-based technologies and instructional strategies.

The Science Education Interactive Media Producer will create rich media assets to expand KQED's offerings of multimedia digital learning objects and training tools for science education in compelling formats that will engage students, lifelong learners and the general public. This position will work with KQED Science and KQED Education to expand our collections multimedia resources and professional development tools to help educators



engage diverse learners in science, build real-world connections between science content standards and everyday life, and prepare young people for STEM careers.

In collaboration with colleagues, this position will shape KQED Education's vision for science educational content production, managing and overseeing projects that integrate with KQED Science production as well as complement and repurpose that work for educational audiences. The Science Education Interactive Multimedia Producer must be highly skilled in interactive/immersive interface and design and have excellent audio and video media production, writing, editing, and web publishing skills. This experienced interactive media producer has expertise in coverage of science, online production, emerging media publishing formats, and developing engaging interactive content for educational use. Excellent collaboration skills are essential in regards to initiating and maintaining external community partnerships and across KQED departments and establishing and supporting a continuous feedback loop with collaborators.

#### **Essential Functions:**

1. Manage and implement all aspects of production process for video, audio, interactive and other Web-based science education media assets from preproduction planning to shooting to editing to publishing
2. Manage the KQED Science Education production schedule; contribute to the planning and implementation of KQED Education's overall production schedule.
3. Develop and update multimedia content of science e-books and other explanatory Web assets as part of the science education multimedia production team
4. Repurpose and edit media created for a general audience into digital learning objects suitable for educational settings. To include videos, interactives, infographics, audio, and blog posts.
5. Create interactive media assets for online learning tools, modules and courses to benefit science educators and learners
6. Contribute to science education social media strategies and campaigns
7. Gather, analyze and report on metrics of content produced
8. Contribute to the successful implementation of the goals of the KQED Science Unit and KQED Education department
9. Other duties as assigned

#### **Knowledge/Experience Required**

1. Experience with Adobe Creative Cloud, focusing on Premiere and After Effects
2. Proficiency in video production to include producing, cinematography, lighting, and video interviewing.
3. Experience with web production to include image manipulation, graphic creation, web 2.0 applications, WordPress, and HTML
4. Demonstrated experience in multimedia production project management and workflow
5. Experience with science and environment journalism
6. Experience with tracking data and digital asset management
7. Demonstrated experience producing for science/STEM education audiences
8. Excellent oral and written communication skills
9. Ability to work collaboratively in a fast-paced, deadline-driven production environment

#### **Knowledge/Experience Desired**

1. Experience working closely with San Francisco Bay Area science, environment and nature organizations
2. Knowledge of Next Generation Science Standards
3. Knowledge of instructional strategies and pedagogy

**Tracking:**

Added to system: 3/12/15 4:30 PM

ID: 361

Last updated: 5/26/15 9:10 AM

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**Diana Liang**

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**From:** receipts+Pe0Fe2DEtIjAFJNEATI@stripe.com on behalf of Edsurge, Inc  
<receipts+Pe0Fe2DEtIjAFJNEATI@stripe.com>  
**Sent:** Monday, March 16, 2015 12:52 PM  
**To:** Diana Liang  
**Subject:** Your Edsurge, Inc receipt [#1708-2496]



\$100.00 at Edsurge, Inc



March 16, 2015

#1708-2496

Description	Price
EdSurge charge for Edtech Job posting. Placement plan: \$100 for Job Board	\$100.00
<b>Total</b>	<b>\$100.00</b>

You can contact us with any questions by emailing  
[feedback@edsurge.zendesk.com](mailto:feedback@edsurge.zendesk.com)

Something wrong with the email? [View it in your browser.](#)  
You are receiving this email because you made a purchase at **Edsurge, Inc.**

### Requisition: Accountant, Accounts Receivable

**Requisition Owner(s):**

Requisition Owners: Cabanatuan, Adrienne

**Requisition Information:**

Opened Date: 7/10/14	Reason for Opening: <b>Resignation</b>
Job Code: 253	Replacement for:
Title: <b>Accountant, Accounts Receivable</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>9/29/14</b>
Status: <b>Filled</b>	Filled By: <b>Bing Crystal Qin</b>
# of openings: 0	Start Date:
Budget Status:	

**Approvals:**

Requisition Approvers: [1] Cabanatuan, Adrienne      Offer Approvers: [1] Cabanatuan, Adrienne

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description:

**Reports To:** A/R Supervisor

**Department:** Finance

**Division:** Administration



**Position Summary:**

The Accounts Receivable Accountant is responsible for daily processing and coding of a high volume of customer billing and cash receipts. The Accountant is also responsible for the preparation of revenue related journal entries and related reports in accordance with GAAP.

**Essential Functions:**

1 – Prepare journal entries for all revenue streams and cash activity with appropriate supporting documentation

2 – Process daily cash, checks, and credit cards transactions

- Download daily banking information and prepare detailed cash transmittal
- Ensure proper GL coding on checks, research as needed
- Enter and post daily A/R deposit
- Review copies of checks and backup for distribution to various departments for coding
- Go to bank to deposit cash and deposit slip prepared by AP every Friday
- Download credit card activity online and reconcile with daily cash and membership reports including deposits, chargebacks and fees
- Maintain merchant account information and statements
- Help coordinate wire transfers between banking institutions for restricted funds

3 – Prepare and distribute invoices

- Prepare underwriting invoices utilizing general ledger & trafficking system software and reconcile and resolve differences between the two systems
- Track pre-payments, analyze aging reports and initiate proper credit/debit memos in billing software
- Prepare various other billing (tenants, radio, etc)
- Electronically distribute accounts receivable reports to departments per schedule
- Mail and email invoices to clients

4 – Vehicle Donation Program

- Track vehicle donations and related receivable
- Properly records wire transfers and reconcile to A/R

5 – Assist Accounts Receivable Supervisor with trades and in-kind revenue recognition as needed.

6 – Perform other duties as required (e.g. filing, scheduling, meeting set-up, etc.)

**Knowledge/Experience Required:**

- Knowledge of generally accepted accounting practices.
- Ability to communicate diplomatically with staff, customers and clients.
- Working knowledge of MS software, Excel, and Word.
- Ability to work under pressure and to meet deadlines.

- Highly organized and dependable.
- Ability to work in a team environment as well as to work independently.
- Excellent writing, communication and organizational skills.
- Strong attention to detail and 10-key skill

**Knowledge/Experience Desired:**

- Non-profit industry experience preferred.
- Working knowledge and experience with Navision , SalesForce, and WideOrbit software.

**Credential/ Education Required:**

- BA or BS degree in Accounting Finance or Business in Administration.

**Tracking:**

Added to system: 7/10/14 11:50 AM

ID: 253

Last updated: 11/5/14 12:20 PM

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[SF bay area craigslist](#) > san francisco > manage posting[ logged in as [djue@kqed.org](#) ] [ [logout](#) ]**This posting has expired from craigslist. [?]** You will have the opportunity to make changes before it is made live. [\[learn more\]](#)◦ [CL](#) SF bay area > san francisco > jobs > accounting/finance jobs∞ [ [account](#) ] [post](#)reply below Posted: [a month ago](#)

## Accounts Receivable Accountant (potrero hill)

KQED is a public broadcasting leader that is recognized nationally for our innovative and informative programming on radio, television and the web. Our Finance division supports our organization by understanding non-profit accounting rules and regulations and ensuring that all funds are recorded daily and through the accounts receivable function.

We have the opportunity to bring in a detail oriented individual who enjoys learning and has demonstrated full-cycle accounts receivable experience. We are seeking an individual who has proven proficiency with accounting related software and the ability to understand the flow of information between the support system, subsidiary and general ledgers and the impact of those ledgers.

This is a great opportunity to be a part of a well-respected organization that is providing a valuable service to Northern California and beyond. If you are looking for the next step in your career and would like to be considered, please visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs) for more details and to apply.

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
- OK to highlight this job opening for persons with disabilities

post id: 4603074627

posted: [a month ago](#)updated: [4 days ago](#)[email to friend](#)♥ [best of](#) <sup>2</sup>

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

## Requisition: Interactive Editor and Producer, Music

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>9/30/14</b>	Reason for Opening: <b>New Position</b>
Job Code: <b>306</b>	Replacement for:
Title: <b>Interactive Editor and Producer, Music</b>	Employment duration: <b>Part time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>12/1/14</b>
Status: <b>Filled</b>	Filled By: <b>Gabriel Meline</b>
# of openings: <b>0</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Department:** Arts & Culture

**Division:** Content

**Status:** Part-Time-Regular-- 24hrs a week

### **Position Summary:**

KQED Arts is a community-supported television, radio and digital-media producer with a mission to change lives for the better, promote civic engagement and bring the arts to everyone. We do this by reporting on the people, ideas and emerging trends that define our rich artistic ecosystem and by helping our audience find the best shows and events the Bay Area has to offer.

KQED Arts is seeking an editor/producer/curator to focus on music in the Bay Area. Working part-time, the music editor is responsible for planning and developing online coverage of artists, events and trends, with a focus that ranges from well-known artists to emerging talents. The winning candidate will have an eclectic range of interests and knowledge across the region's diverse musical genres. As a curator, he or she will have well-honed instincts and opinions about music that appeal to an audience eager to explore familiar and emerging musical genres. The top candidate will also develop and expand a network of sources and correspondents to contribute to KQED's Arts blog, The Do List, and other music minded programming. Familiarity with the live music scene, shows, and events will be an important success factor of the job.

- Plan and assign stories. Serve as in-house authority on music.
- Coordinate editorial assignments with Senior Interactive Producer, serving as a daily point of contact and providing quality assurance.
- Keep up with new music releases; find and develop new writers; assign reviews and features; conceive and pitch ideas for new projects.
- Follow planning of KQED shows and Arts Desk closely and work with them to develop ideas for on-air stories and for adapting on-air coverage for online.
- Assign, develop and edit original Web stories from KQED staff and from contract talent.
- Report and write stories and blog posts. Appear on air to discuss musical artists, events and trends.
- In the case of assignments to outside talent, manage contract negotiation and processing.
- Edits and produce Web material. Ensure accuracy and quality of writing and conformance with house style. Work with authors, refining and improving drafts or rejecting unsuitable submissions.
- Working on deadline and under pressure, rewrite or adapt radio and TV pieces for print.
- Write headlines, teasers and other display copy.
- Produce stories and story elements using our publishing system and other digital tools.
- Identify and edit photos. Create or select audio or video elements.
- Determine needs for rights clearances and permissions for acquired material. Acquire and file permissions and clearances.
- Work with Digital Media team to develop and distribute content to third-party partners.
- Perform other duties as assigned.

### **Knowledge/Experience Required:**

- Strong knowledge of Bay Area music culture (rock, jazz, R&B, hip-hop, classical, and other genres) including history and emerging trends.
- Strong production experience in online music journalism.

## Interactive Editor and Producer, Music

KQED

Posted: Sep 30, 2014

DIVISION Human Resources

POSITION TYPE

Full Time, Paid

### DESCRIPTION

KQED Arts is seeking an editor/producer/curator to focus on music in the Bay Area. Working part-time, the music editor is responsible for planning and developing online coverage of artists, events and trends, with a focus that ranges from well-known artists to emerging talents. The winning candidate will have an eclectic range of interests and knowledge across the region's diverse musical genres. As a curator, he or she will have well-honed instincts and opinions about music that appeal to an audience eager to explore familiar and emerging musical genres. The top candidate will also develop and expand a network of sources and correspondents to contribute to KQED's Arts blog, The Do List, and other music minded programming. Familiarity with the live music scene, shows, and events will be an important success factor of the job.

### LOCATION

City

San Francisco

State/Province

California

Country

United States

### DESIRED MAJOR(S)

Film and Media Studies

### JOB FUNCTION

Non-profit, Social &amp; Community S

### QUALIFICATION

- Strong knowledge of Bay Area music culture (rock, jazz, R&B, hip-hop, classical, and other genres) including history and emerging trends.
  - Strong production experience in online music journalism.
  - Strong curatorial instincts and comfort making music recommendations.
  - Experience attending and covering concerts and other musical events.
  - Experience managing content contributors.
  - Experience working with communities that reflect the Bay Area's diversity.
  - Experience coordinating and conducting artist interviews.
  - At least five years' experience in daily or weekly news (print or Web). Solid, independent news judgment.
  - Expertise in daily coverage of arts news. Demonstrated expertise in music.
  - Experience working on a Web publication, using a content management system, image editing with PhotoShop, and familiarity with a variety of computer systems and software applications. Ability to adapt to changes in equipment, software and workflow.
  - Demonstrated excellence in editing, news writing, copy-editing and headline-writing.
  - Experience maintaining high journalistic ethics and standards under deadline pressure, including standards of objectivity, balance and fairness.
  - Experience planning coverage and making assignments to writers.
  - Experience with intellectual property issues involved in publications generally and Web publications in particular.
  - Strong oral communication skills. Demonstrated ability to generate and execute complex creative ideas.
- Demonstrated ability to assimilate and organize large amounts of information.
- Ability and willingness to work nights and/or weekends. Ability and willingness to work varied shifts.
  - Ability to work quickly and efficiently under deadline pressure. Incumbent must be able to edit breaking stories for immediate posting.
  - This is a highly collaborative environment. Successful candidates must have a demonstrated ability to work well with others and to remain calm under pressure.

### HOW TO APPLY

<http://www.kqed.org/about/jobs>

### Requested Documents:

- Resume
- Cover Letter

### Note: - A resume.

- A cover letter detailing your strengths as a filmmaker and reporter and demonstrating your experience covering and/or participating in the arts.
- Please do NOT contact KQED employees directly.

### IMPORTANT DATES

#### Posted On:

September 30, 2014

#### Applications Accepted Until:

January 31, 2015



**Requisition: Financial Accounting Manager****Requisition Owner(s):**

Requisition Owners: Cabanatuan, Adrienne

**Requisition Information:**

Opened Date: <b>11/21/14</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>322</b>	Replacement for:
Title: <b>Financial Accounting Manager</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>9/3/15</b>
Status: <b>Filled</b>	Filled By: <b>Jean Ijichi</b>
# of openings: <b>1</b>	Start Date: <b>3/16/15</b>
Budget Status:	

**Approvals:**Requisition Approvers: **[1]** Cabanatuan, AdrienneOffer Approvers: **[1]** Cabanatuan, Adrienne**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description:

**Reports To: Controller****Department: Finance****Division: Administration**



**Status: Full-Time/Regular**

**Position Summary:**

KQED is embarking on a multi-year fundraising Campaign. This Campaign is to raise money to increase resources necessary in the digital media revolution. The Financial Accounting Manager is a hands on position responsible for managing all financial aspects of the Campaign ensuring the integrity and accuracy of the organization's Campaign financial activity. This includes preparing and managing the accounting of the Campaign; preparing and managing the cash flow activity of Campaign funds by genre and project; and participating in the development of budgets and forecasts for the Campaign. The Manager will report regularly to various stakeholders on the financial status of the Campaign. The Manager will ensure that GAAP accounting standards are adhered to.

**Essential Functions:**

1. Accounting for Campaign cash, pledges, revenue, expenditures, net assets and reconciliation to the General Ledger.
  - a. In conjunction with the Controller, review donor gift documentation and restrictions to understand the revenue recognition, and discount and amortization on long term pledge receivable.
  - b. Runs appropriate Campaign expense reports from the General Ledger to release temporarily restricted Campaign cash and net assets and prepares journal entries with supporting documentation.
  - c. Develops, prepares and maintains Campaign finance schedules to track on a cumulative basis, revenue, expense, pledge receivable; cash and net assets
  - d. Prepares and maintains cash flow in conjunction with Development. Maintains long-term cash forecasts in relation to campaign operating and capital spending.
  - e. Monitors expenditures to Campaign budget and forecast
  - f. In conjunction with Development, maintains Campaign donor documentation, paying special attention to donor restrictions. Collaborates and coordinates with Development on Campaign initiatives. Reviews and understands all approved initiatives for the Campaign.
  
1. Prepares standard and special reports of Campaign activity and analysis for KQED management and donors as needed.
2. Works with the Financial Services Group Managers (FSG), responsible for monitoring the financial management of resources utilized by each department and projects, as it relates to Campaign. As campaign activity increases, participation in forecasting in SAP may be required.
3. Participates in the development of the Campaign budgets and monthly forecast meetings in conjunction with the FSG and departments responsible for the Campaign budget as needed.
4. Works directly with other members of the accounting team during the monthly close process to ensure timely and accurate reporting of Campaign financial results to both internal and external users.
5. Works cooperatively with the Assistant Controller for financial tracking of jointly funded projects that include Campaign support and operating support.
6. Assists the Controller in establishing and maintaining sound work flow processes and procedures related to Campaign cash receipts and expenditures.
7. Maintain well organized shared files for easy access by others in the organization.
8. Assists with annual audits and external reporting as it pertains to Campaign
9. Other Accounting duties as assigned by the Controller and CFO.

**Knowledge/Experience Required:**

- Seven to ten years' experience in accounting
- Working knowledge of GAAP & FASB accounting principles

- Excellent communication and interpersonal skills are necessary when interacting with customers and to convey complex financial information in a clear, concise way.
- Highly organized and methodical with strong attention to detail
- Ability to prioritize requirements and meet deadlines
- Strong organizational and time management skills
- Must be able to work independently and collaboratively in a team environment
- Advanced Excel skills required
- Working knowledge with different ERP systems

**Knowledge/Experience Desired**

- Prior auditing and financial statement preparation experience a plus.
- Non-profit accounting experience a plus.
- Public broadcasting industry experience a plus.

**Credentials/Education Required :**

BS degree in Business Administration, Finance or Accounting

**Tracking:**

Added to system: 11/21/14 4:13 PM

ID: 322

Last updated: 9/3/15 11:23 AM



# Financial Accounting Manager

KQED - San Francisco Bay Area

Posted 1 day ago

Apply on company website

Save

### Other Details

#### About this job



### Job description

KQED is currently seeking a Financial Accounting Manager to work on our multi-year fundraising campaign. KQED's goal with this campaign is to raise money to increase resources necessary for the digital media revolution. Working alongside our Controller, the Financial Accounting Manager will be responsible for managing all financial aspects of the campaign including preparing and managing the campaign cash flow activity by genre and project as well as participating in the development of budgets and forecasts for the campaign. In this role you will report regularly to campaign stakeholders on the financial status of the campaign and ensure that GAAP accounting standards are followed. The qualified candidate will enjoy digging in to the details of the donations and ensuring that the donor wishes and guidelines are followed. The ideal candidate will have 7-10 years accounting experience and have excellent verbal and written communication skills. Must be able to work well with all levels of the organization and be a highly organized individual. Advanced Excel skills are required. This is a great opportunity to join a growing organization that provides a valuable media service to our community. KQED programming is award-winning and inspiring. Visit our website today for a detailed description of this position and to apply online.

#### About this company

✓ Following company

Your Northern California NPR and PBS stations, offering a community-supported, non-profit alternative to commercial media.

Through Public Television, Public Radio, Interactive, and Education, KQED provides citizens with the knowledge they need to make informed decisions; convene community dialogue; bring the arts to everyone; and engage audiences to share their stories.

KQED helps students and teachers thrive in 21st century classrooms, and takes people of all ages on journeys of exploration—exposing them to new people, places and ideas.

KQED celebrates diversity, embraces innovation, values lifelong learning and partners with those who share our passion for public service.

### Contact the job poster

Reach out for more information or to follow up on your application.



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Board Relations/ Employee...

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## Requisition: Producer, Forum

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>8/19/14</b>	Reason for Opening: <b>New Position</b>
Job Code: <b>280</b>	Replacement for:
Title: <b>Producer, Forum</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>2/9/15</b>
Status: <b>Filled</b>	Filled By: <b>Tina Laurberg</b>
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Reports To: Senior Editor, Forum**

**Status: Union / AFTRA**

**Department: Radio (Forum) 250**

Division: FM

## Position Summary:

KQED Public Radio, the most-listened-to public radio station in the country, is seeking a producer to join its Forum production team. Forum is KQED's award-winning, flagship news and public affairs show. Each weekday, the program brings listeners in-depth analysis of breaking news as well as lively discussions of politics, social issues, arts, and culture.

Under the leadership of the Forum Senior Editor, the Producer III, Forum, is responsible for planning and developing the program's topics, sources and issue research. The Producer III also participates in the production of special radio and online series and projects and coordinates work with other news and public affairs units, including *KQED News*, *The California Report*, and *Newsroom*. The Forum Producer promotes citizen engagement in the program through targeted use of social media channels.

## Essential Functions:

- Participates in the planning, development and execution of program content, topics and issues and in selecting guests to appear on daily program.
- Coordinates program activities during live on-air broadcasts of Forum, including screening callers and directing live program.
- Pre-interviews news sources and prepares background information and other editorial material for host.
- Writes scripts for the Forum host and prepares draft interview questions.
- Participates in special coverage, broadcasting and online activities with other KQED news and public affairs staff.
- Conducts phone and online research as required.
- Selects and edits sound elements for use in daily program
- Continues the program's conversation online through use of social media networks
- Utilizes social media channels to promote citizen awareness and participation and to inform program content.
- Helps maintain and expand the program's database of sources.
- Helps maintain files and records of productions.
- Assists in coordinating intern assignments and supervision.
- Participates in coordinating Forum promotional events with appropriate KQED staff
- Other duties as assigned.

## Knowledge/Experience Required:

- Strong Radio news/production experience or equivalent broadcasting, print or online journalism experience.
- Thorough knowledge of the San Francisco Bay Area, California, national and international issues, personalities and events.
- Ability to conduct telephone interviews, gather facts and cover a wide range of public affairs topics in a fair and innovative manner.
- Excellent knowledge of the medium of radio. Digital audio production experience or demonstrated ability to learn required.
- Sound gathering and use experience desired.
- Excellent research and writing skills.
- Strong news judgment.

- Ability to work under strict deadlines.
- Knowledge of and experience in applying basic journalistic principles, ethics and standards required.
- Familiarity with Internet research
- Experience producing content that appeals to diverse audiences.
- Excellent communications skills. Ability to communicate clearly with a variety of individuals. Experience working with communities that reflect Northern California's diversity.
- Knowledge of and experience in applying basic journalistic principles, ethics and standards required.
- Familiarity with Internet research
- Experience producing content that appeals to diverse audiences.
- Excellent communications skills. Ability to communicate clearly with a variety of individuals. Experience working with communities that reflect Northern California's diversity

## Knowledge/Experience Desired

- Working knowledge of a range of significant public affairs issues and subjects such as government and politics, the economy, education, health, immigration, legal affairs, the environment and cultural community life. Demonstrated interest in literature and the arts preferred.
- Experience working in a demographically diverse news environment strongly desired.
- Experience in blogging or other multimedia online news writing and content presentation management is a plus.

## Credentials/Education Required

- B.A. degree in journalism, broadcast, mass communications or comparable media curriculum preferred.

### Tracking:

Added to system: 8/20/14 12:17 PM

ID: 280

Last updated: 3/2/15 3:05 PM



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## Forum Producer

KQED

Forum is KQED's award-winning, flagship news and public affairs show. Each weekday, the program brings listeners in-depth analysis of breaking news as well as lively discussions of politics, social issues, arts, and culture. In this role you will work with the production team to develop show ideas, conduct telephone interviews and produce content that appeals to a diverse audience. The ideal candidate should have strong Radio news production experience or equivalent broadcasting, print or online journalism experience, and excellent knowledge of digital audio production experience. You will use your excellent research and writing skills along with your knowledge of sound gathering and use to create compelling content that will engage our audience. Must be able to work under strict deadlines and apply basic journalism principles, ethics and standards. This is a great opportunity to be a part of a well-respected organization that is providing a valuable service to Northern California and beyond.

For more details and to apply: <http://www.kqed.org/about/jobs>  
Then, click on KQED- San Francisco

1. Strong Radio news/production experience or equivalent broadcasting, print or online journalism experience.
2. Thorough knowledge of the San Francisco Bay Area, California, national and international issues, personalities and events.
3. Ability to conduct telephone interviews, gather facts and cover a wide range of public affairs topics in a fair and innovative manner.
4. Excellent knowledge of the medium of radio. Digital audio production experience or demonstrated ability to learn required.
5. Sound gathering and use experience desired.
6. Excellent research and writing skills.
7. Strong news judgment.

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**Posted:**  
TBD

**Location:**  
San Francisco, California

**Salary:**  
Open

**Type:**  
Full Time - Experienced

**Category:**  
Jobs

### KQED

KQED is an award winning public broadcasting news organization. We offer coverage in news and public affairs that concern our listeners in Northern California and beyond.  
[Edit](#)

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## Requisition: Development Associate, Annual Major Gift

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>9/4/14</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>287</b>	Replacement for:
Title: <b>Development Associate, Annual Major Gift</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: <b>11/17/14</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Reports To:** Director, Major Donor Operations

**Department:** Individual Major Giving

**Division:** Development

### **Position Summary**

The Development Associate is an integral member of the KQED major gifts team that raises individual contributions in support of programs that inform, educate and entertain the people of Northern California. The Development Associate is responsible for providing administrative support to the major donor program. Under the Direction of the Director, Major Donor Operations, responsibilities include: supporting the KQED individual major gifts efforts through entering data into the database (RoundCause), production of monthly solicitation letters, generating reports, serving as a back-up for creating acknowledgement letters, filing, assisting with events, and providing administrative support to the Chief Development Officer, Sr. Director for Leadership Gifts, Director, Major Donor Operations, as well as fundraising volunteers.

### **Position Accountabilities:**

1. Provides support for the Chief Development Officer and Sr. Director for Leadership Gifts. Responsible for administrative support for two senior departmental staff. Completes word processing assignments including: correspondence, memoranda, reports, announcements and other documents as assigned. Copies, files, maintains calendar, arranges travel and schedules meetings. Responds to phone inquiries. Coordinates department activities as assigned. Receives visitors and guests. Facilitates impromptu meetings as needed. (30%)
2. Performs general office support. Responsible for department filing. Responsible for assisting with mailings (i.e. merges and prints letters, stuffs envelopes, addresses envelopes, generates labels, etc.), with a special focus on the production of regular/monthly solicitation and stewardship mailings. Coordinates time sheet submission for the entire Development Division and maintains the Development Division vacation and "out of office" calendar, in addition to maintaining CEO calendar holds for Development meetings/events through coordination with CEO's assistant. Manages work and schedule of department's outside volunteers. Secures agenda items and creates agendas for a variety of staff meetings. Produces minutes from staff meetings as needed. Secures and submits Development Division President's reports for Board meetings. Performs specific Development Division general office duties, including going to the Post Office, ordering office supplies and maintaining department inventory; and other duties as assigned. (20%)
3. Events support. Assist with donor events, including helping create invitation lists, taking RSVPs, generating name-tags and check-in lists, creating and producing gift bags for guests, fielding phone calls and emails leading up to events, attending and providing necessary assistance on event day, and entering donor interactions in RoundCause database following the event. (15%)

4. Meeting support. Provides back-up support for on-site meetings when Project Manager, Events is unavailable. This may include setting-up the Digital Television demonstration room. Executes the organization, planning, and preparation of the TV, computer, table, food and beverages, as well as clean-up. Also prepares all needed materials for off-site meetings including securing directions to locations and reservations at restaurants. (15%)
  
5. Acknowledgment procedures and donor records management. Adds interactions from acknowledgement letters, other mailings, events, meetings and other activities as needed. Updates salutations (based on meetings CEO and Chief Development Officer and others have with prospects and donors). Serves as back-up for creating donor acknowledgements (including all associated materials, such as "welcome kits" and recognition forms) during times of high levels of gifts: (10%)
  
6. Lending Library Oversees all aspects of the Lending Library including filling requests for videos, ordering new videos of popular and important programs, adding interests and interactions in TA for donors using the library, and updating and reproducing the catalog and web site. (10%)
7. Performs other essential duties as assigned.

## Knowledge:

1. Minimum of two years experience in development, preferably in the annual fund or major gift area.
2. Knowledgeable of various computer hardware and software including word processing, database, and spreadsheet functions; MS Office knowledge is required, Salesforce CRM experience is helpful.
3. Ability to work well on multiple, simultaneous projects under pressure with differing deadlines.
4. The individual should be energetic, self-directed and assertive, but also flexible, creative and understanding.
5. Communication and interpersonal skills must be at the highest possible level; Ability to interact effectively with staff at all levels, donors, volunteers, as well as the public.
6. Bachelor's degree or equivalent educational training preferred.

**EDUCATION:** Bachelor's Degree    **YEARS OF EXPERIENCE:** 2+ years

## Tracking:

Added to system: 9/4/14 11:29 AM

ID: 287

Last updated: 11/17/14 9:46 AM

## Development Associate, Annual Major Gifts

Job posted by: KQED, Inc.

Created on: September 8, 2014

Status: Draft

Posting Status:

Only administrators can see this draft. To make it public, you'll have to publish it.

### Job description

KQED is a public broadcasting leader that is recognized nationally for our innovative and informative programming on radio, television and the web. Our major gifts team is seeking a well-organized and efficient individual to provide support for a very busy office. This will include timely and accurate maintenance of the RoundCause database, production of monthly solicitation letters and generating reports. In this role you will also have the opportunity to create acknowledgement letters and assist with donor events. The KQED Development department is a highly professional and successful organization and our leaders need your support. The individual must be self-directed, proficient with communication and interpersonal skills and have the ability to interact effectively with staff, donors, volunteers as well as the public.

This is a great opportunity to be a part of a well-respected organization that is providing a valuable service to Northern California and beyond. If you are interested and would like to know more about the position, please visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs) for more details and to apply.

### How to apply

If you are interested and would like to know more about the position, please visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs) for more details and to apply

### Location

2601 Mariposa Street, San Francisco, CA, 94110, US

### Details

#### Education requirements

4-year degree

#### Employment type

Full time

#### Professional level

Entry level

#### Benefits

403(b), medical, dental, & vision

#### Job function

Administration

#### Owner's areas of focus

Community development ,  
Education , Network of nonprofits ,  
Media



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Are you sure you are ready to publish this listing? It will be visible to the public on Idealist and in Email Alerts.

KQED, Inc. will be charged \$80

## Requisition: Executive Editor, KQED News

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: 3/25/14	Reason for Opening: <b>New Position</b>
Job Code: 221	Replacement for:
Title: <b>Executive Editor, KQED News</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(1.1) Executive/Senior Level Officials and Managers</b>	Filled date: <b>9/22/14</b>
Status: <b>Filled</b>	Filled By: <b>Holly Kernan</b>
# of openings: <b>1</b>	Start Date:
Budget Status: <b>Not Budgeted</b>	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Title:** Executive Editor, KQED News

**Department:** KQED News

**Division:** Content

**Reports To:** Chief Content Officer

**Position Summary:**

The KQED News Executive Editor will lead, develop, unite, and transform an ambitious multiplatform KQED News Division into an innovative and cohesive news organization.

The Executive Editor is a seasoned news professional with a stellar record of editorial accomplishments, a track record of upholding the highest standards of ethical journalism, and the strategic vision to navigate KQED News through a changing news environment in a way that best serves our audience.

The Executive Editor is responsible for leading one of California's largest multi-platform, public media news divisions, KQED News. The Executive Editor develops a compelling editorial direction for KQED News. He/she articulates near and long-term KQED News strategies which reflect the mission and public service goals of KQED. And, the Executive Editor will drive team spirit and empower staff by establishing clear and effective roles and responsibilities for news managers as well as a collaborative work environment

The Executive Editor is responsible for the highest quality KQED news coverage produced for radio, television, online, and social and mobile media audiences in the 9 county San Francisco Bay Area and across the state of California.

As the executive in charge of KQED News coverage, production and properties, the Executive Editor supervises a senior editorial team of directors, editors, producers and other related personnel. KQED News properties and staff are comprised of broadcast and online hosts, editors, producers, reporters and bloggers. KQED News editorial units include news bureaus in San Jose, Sacramento, Fresno and Los Angeles, plus news desks which cover politics and government, Silicon Valley, education, health, science and environment, and technology and innovation.

KQED news properties include *KQED News*, a daily regional news service; *The California Report*, which is a KQED statewide radio news service; *KQED Newsroom*, a weekly television series; *KQEDnews.org* and multiple online blogs and guides including *News Fix*, *State of Health*, *Obamacare Explained* and election year California proposition guides.

**Position Accountabilities:**

- The KQED News Executive Editor articulates an inspiring editorial vision, strategies and goals, in collaboration with the KQED senior content leadership team and under the direction of the Chief Content Officer.
- The Executive Editor develops sets the editorial direction for coverage which serves the 9 county Bay Area and audiences statewide. He/she is experienced in covering diverse communities.
- The Executive Editor integrates audience-focused thinking into the development of KQED News coverage that meets the editorial needs of a curious, diverse and civic-minded audience as their news interests and consumption patterns change.
- The Executive Editor promotes and enforces ethical journalism policies, standards and practices.
- On an ongoing basis, the Executive Editor assesses the KQED News structure and evaluates its properties. He/she establishes effective roles, responsibilities and workflows for a changing newsroom.
- The Executive Editor motivates excellent staff performance and a team spirit. He/she will build upon a collaborative KQED newsroom culture.

- The Executive Editor establishes a KQED News internal culture which seeks community engagement and audience participation through KQED social media, events, talk programs and other opportunities.
- With his/her senior editorial team, the Executive Editor leverages news talent, capacity, resources and coverage across platforms and provides direction on the development of new editorial properties, beats and special coverage.
- The Executive Editor oversees the overall KQED News budget, scaling resources and capacity to support its vision, mission and key priorities.
- As opportunities arise, the Executive Editor spearheads editorial partnerships with regional news, public policy and other organizations and nurtures news relationships with national distributors like PBS, national producers like PBS Newshour and national producers/distributors like NPR and American Public Media.
- The Executive Editor prioritizes the development of project funding proposals and present proposals to prospective funders.

#### **Knowledge/Experience Required:**

- 15 years of journalism experience in radio, print, television and/or digital media.
- College degree required. Masters degree or equivalent work experience required.
- A strong, decisive, flexible, collaborative, visionary leader and innovative thinker.
- High-integrity personal character and professional work ethic.
- Distinguished editorial credentials and extensive experience with journalism and related standards, the news media environment and audience consumption trends.
- A passion for journalism, an affinity for Public Media, a background with media technologies and digital media plus a curious interest in news, science, arts and culture, public affairs, and the global community.
- A keen interest in building, transforming, and navigating the exploration, discovery and uncertainty inherent in developing and innovating an ambitious, expanding, high profile news organization
- Exceptional leadership and management skills with previous experience in building teams, hiring, developing and retaining employees, clearly articulating roles & responsibilities and working with unions.
- A proven ability to add value at the strategic level, while effectively managing implementation on a tactical level (editorial and operations).
- A track record of results achieved from applying metrics, audience research and journalism experience into news strategy and tactics which includes community building and community engagement.
- Demonstrated success in driving forward news for multi-platform and multi-product news organizations with digital capabilities.
- Implementation of current and emerging multi-platform news content, including text, audio, video, photos, graphics, data, visual journalism/storytelling.

- Hands-on knowledge of and experience with special coverage, features, enterprise and investigative reporting and breaking news
- Proven ability to quickly build and effectively manage ad hoc teams as needed to develop and accomplish new initiatives.
- Excellent communication skills—both oral and written—with an impressive reputation for team building and maintaining relationships with people at all levels of an organization, across a diverse range of backgrounds
- Excellent team collaboration and people management skills.

**Tracking:**

Added to system: 3/25/14 1:40 PM

ID: 221

Last updated: 9/7/14 10:00 AM



[Creative Arts/Media \(/job\\_summaries?industry=Creative+Arts%2FMedia\)](/job_summaries?industry=Creative+Arts%2FMedia)

[KQED \(/job\\_summaries?industry=Creative+Arts%2FMedia&organization=KQED\)](/job_summaries?industry=Creative+Arts%2FMedia&organization=KQED)

Executive Editor, KQED News

## **Executive Editor, KQED News at KQED in San Francisco, CA**

[Creative Arts/Media \(/job\\_summaries?industry=Creative+Arts%2FMedia\)](/job_summaries?industry=Creative+Arts%2FMedia)

### **Description**

KQED Public Media for Northern California, seeks an Executive Editor of News to lead, develop, unite, and transform our ambitious multiplatform KQED News Division into an innovative and cohesive news organization. One of every two people in the Bay Area access our content and services on television, radio, and online and our aim is to provide the highest quality news coverage wherever, whenever and however our audiences want it.

To that end, we will select a leader who can articulate, develop and implement inspiring editorial vision, strategies and goals for coverage serving the 9 county Bay Area and audiences statewide.

And while our content creation and distribution efforts are externally focused and audience facing, building a collaborative work environment as well as motivating excellent staff performance and team spirit will lay the foundation for our success.

The ideal candidate will have extensive journalism experience, distinguished editorial credentials, plus a demonstrated track record for moving forward multi-platform and multi-product news organizations with digital capabilities.

If you have a passion for journalism, an affinity for Public Media, a curiosity for discovery in a changing news environment, plus the courage to tackle the uncertainty inherent in developing and innovating an expanding, high profile news organization, then visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs) (<http://www.kqed.org/about/jobs>) for more information and to apply.

[See all San Francisco Jobs \(/job\\_summaries?location=San+Francisco%2C+CA\)](/job_summaries?location=San+Francisco%2C+CA) »

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## Requisition: Forum Friday Host

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: 5/6/14	Reason for Opening: <b>New Position</b>
Job Code: 242	Replacement for:
Title: <b>Forum Friday Host</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>10/15/14</b>
Status: <b>Filled</b>	Filled By: <b>Melissa "Mina" Kim</b>
# of openings: 1	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Effective Date: 4/16/2014**

**Reports To: Forum Senior Editor**

**Department: Forum****Division: FM****Position Summary:**

What's behind Russia's recent takeover of Crimea? What does Obamacare mean for Californians? What are the factors driving the Bay Area's rising housing costs? Where are the region's best weekend getaways?

The Friday host of KQED Public Radio's Forum program is knowledgeable and comfortable leading interviews and conversation with guest experts and the audience on diverse topics like these, and much more. Forum is an award-winning news and public affairs talk program which addresses wide-ranging topics including news and politics, social issues, and arts and culture.

The Forum Friday host is an experienced broadcast journalist who upholds the high production standards and ethical journalism tenets of KQED news and public affairs. He/she is able and eager to welcome into the program its well-informed and civically-engaged listeners who call in. The Forum host has a commanding, yet personable and approachable on-air presence.

The Forum host thrives on responding to breaking news and holding public officials accountable. He/she loves to explore and celebrate the diversity of Northern California. And he/she has a strong, demonstrated curiosity about literature and the arts.

**Essential Functions:**

- Serves as host of live broadcasts of Forum on Fridays
- Works closely with the *Forum* team to develop story ideas and plan programs
- Writes scripts, researches topics, and prepares interview questions

**Credentials/Education Required :**

- Bachelor's degree or equivalent broadcast news gathering, editing and/or production experience.

**Knowledge/Experience Required:**

- Minimum of ten years broadcasting, print and/or online journalism experience. Experience in hosting a talk radio program desired.
- Excellent writing and editing skills a must.
- Excellent live interviewing and interpersonal communication skills.
- Strong news judgment.
- Demonstrated editorial coverage planning experience.
- Working knowledge of a broad range of issues and subjects such as government and politics, economics, education, health, legal affairs, and the environment. Demonstrated interest in literature and the arts preferred.
- Excellent knowledge of Northern California's news, politics, history and diverse communities.
- Thorough knowledge of journalistic principles, ethics and standards.
- Familiarity with social media.
- Demonstrated ability to work under strict deadlines.
- Demonstrated ability to communicate clearly and collaborate with a variety of individuals and teams.
- Demonstrated ability to innovate and problem solve.
- Demonstrated ability to handle change late-breaking program changes under pressure.

**Tracking:**

Added to system: 5/6/14 1:23 PM

ID: 242

Last updated: 11/5/14 11:58 AM

SF bay area craigslist > san francisco > jobs > tv/film/video/radio jobs > create posting

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Description	Price
Forum Friday Host	
SF bay area > city of san francisco > potrero hill > tv/film/video/radio jobs	75.00
<b>Total:</b>	<b>75.00</b>

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### Forum Friday Host (potrero hill)

KQED is a non-profit public media organization which provides television, radio, digital media and educational services to the people of Northern California. The Friday Host of KQED Public Radio's Forum program is knowledgeable and comfortable leading interviews and conversation with guest experts and the audience on wide-ranging topics including news, politics, social issues and arts and culture.

The Forum Friday Host is an experience broadcast journalist who upholds the high production standards and ethical journalism tenets of KQED news and public affairs. He/ she is able and eager to welcome into the program its well-informed and civically-engaged listeners who call in the Forum host has a commanding, yet personable and approachable on-air presence.

The ideal candidate will have a minimum of ten years broadcasting, print and/or online journalism experience. Experience in hosting a talk radio program. Excellent live interviewing and interpersonal communication skills, editorial coverage planning experience. The employee can demonstrate knowledge of Northern California's news, politics, history and diverse community, social media, the ability to prioritize requirements and meet deadlines; and must be able to handle change late-breaking program changes under pressure and the ability to collaborate in a team environment.

For a full description of the Forum Friday Host position, and to apply, visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs).

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## Requisition: Human Resources Coordinator

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne  
Liang, Diana

### Requisition Information:

Opened Date: 1/14/15	Reason for Opening: <b>Internal Transfer</b>
Job Code: 336	Replacement for: <b>Debbie Jue</b>
Title: <b>Human Resources Coordinator</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: <b>4/6/15</b>
Status: <b>Filled</b>	Filled By: <b>Christiana Ramos</b>
# of openings: 1	Start Date: <b>4/6/15</b>
Budget Status: <b>Budgeted</b>	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne      Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Title:** Human Resources Coordinator

**Reports To:** Vice-President Human Resources and Labor Relations

**Department:** Human Resources

**Division:** Human Resources

**Position Summary:**

The Human Resources Coordinator is responsible for providing support for the Human Resources office and its staff. The Human Resources Coordinator will provide administrative support for recruitment and training, direct support to the Vice-President of Human Resources and Labor Relations and administrative support for select benefits functions. This individual will serve as a knowledgeable resource of the Human Resources department.

**Essential Functions:**

- Provides direct administrative support for the Vice-President Human Resources and Labor Relations (i.e. meeting set up and scheduling).

**Recruitment and On-Boarding Support:**

1. Assist and provide support for the KQED Internship program including maintaining internship pages and listings on KQED.org and all designated college sites. Additionally, sets up and coordinated interviews for intern coordinators as needed.
2. Responsible for posting all open positions on the Taleo applicant tracking system. Posts positions on sites designated by HR Specialist and HR Manager. Maintains accurate files of job postings for FCC Report.
3. Schedules interviews for HR Specialist and HR Manager as requested.
4. Coordinates new hire orientations including quarterly new hire tour with docent. Additionally notifies IT, Facilities and others as needed of newly hired employees.

**Benefits and Compensation Support:**

1. Updates, maintains and distributes the performance evaluation report
2. Coordinates employee events with support from the HR department staff.
3. Completes initial ergonomic assessment for new employees and upon request from current staff. Coordinates the purchasing of needed equipment/furniture to accommodate ergonomic needs.

**HR Department Support:**

1. Responsible for maintaining HR information on the KQED intranet.
2. Reviews invoices and bills timely for accuracy and resolves any discrepancies prior to processing for payment. purchase orders and expense vouchers. Processes



departmental purchasing requests and maintains Navision system. Maintains accurate records of invoices and bills.

3. Monitors the Ceridian Self-Service system to ensure that changes are being reviewed, approved and posted accurately. Maintains HRIS system and data including reporting needs. Provides support and coaching for managers and employees on Ceridian Self-Service.
4. Maintains timely filing of personnel file data and performs records retention of files in the HR department
5. Responsible for security badge administration.
6. Provide support to the HR office and staff as needed.

### **Knowledge/Experience Required:**

1. BA degree or comparable HR working experience
1. Minimum two to three years experience in an administrative support position, with one year HR experience.
1. Must be have general HR knowledge
1. Strong customer service orientation
1. Excellent administrative support skills (e.g. telephone, word processing, customer service, human relations, good math aptitude, etc.) and strong attention to detail
1. Excellent written and oral communication skills and strong organizational, project management and interpersonal skills required
1. Ability to communicate effectively with KQED staff as well as applicants and the general public. Tact, diplomacy and confidentiality a must
1. Excellent skills with the Microsoft Office Suite of products including: MS Word, Excel and Powerpoint as well as database packages.

1. Ability to constantly sit for six to eight hours; ability to occasionally walk, stand, bend, squat, climb, kneel, twist, as well as push and pull up to three hours; Frequently lifts up to 10lbs. Constantly carries up to 10lbs.

**Knowledge/Experience Desired**

1. Experience with HR Information Systems desired

**Tracking:**

Added to system: 1/14/15 11:49 PM

ID: 336

Last updated: 9/10/15 4:03 PM

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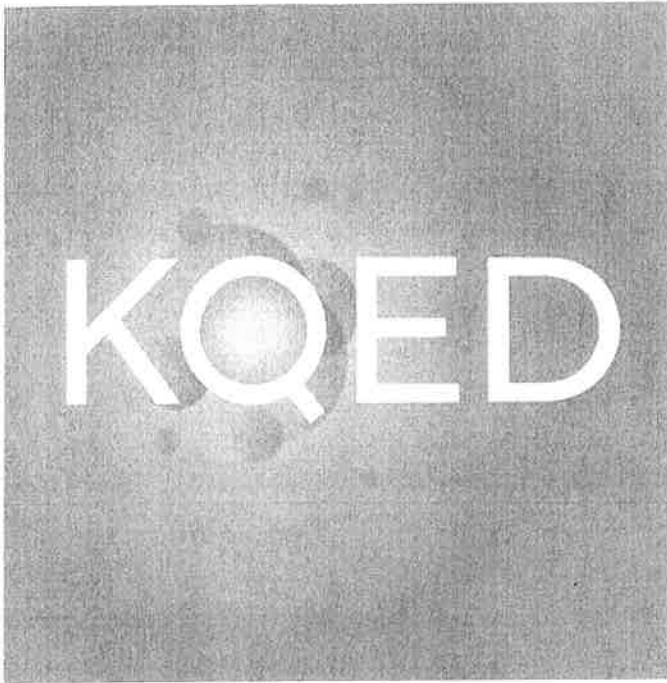
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## Human Resources Coordinator (potrero hill)



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compensation: **Competitive**

non-profit organization

Join the KQED Human Resources department as our Human Resources Coordinator and you will have an opportunity to use your strong administrative skills and grow your career in Human Resources. In this role you will be responsible for providing support for the Human Resources office and its staff, including recruitment and training, direct support to the Vice-President of Human Resources and Labor Relations and administrative support for select benefits functions.

KQED is a growing organization dedicated to providing media content that is engaging, inspiring and educational. As a Human Resources team, we are focused on supporting our operation and delivering programs and services to our staff that reflect our mission, core values and operating principals.

Our ideal candidate will have strong administrative skills, general knowledge of Human Resources and an interest in pursuing a career in Human Resources. We have a great team that enjoys working together to support the employees of KQED. For more information and to apply, visit us online at <http://www.kqed.org/about/jobs/>

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## Requisition: Online Learning Manager, Science Education

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>3/12/15</b>	Reason for Opening:
Job Code: <b>365</b>	Replacement for:
Title: <b>Online Learning Manager, Science Education</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>9/10/15</b>
Status: <b>Filled</b>	Filled By: <b>Maria Cervera</b>
# of openings: <b>1</b>	Start Date: <b>5/26/15</b>
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **\*\*\*KQED is excited to announce that our Education department is expanding and will have 5 new positions open. Below you can find one of our education opportunities.\*\*\***

#### Position Summary:

KQED Education enhances learning experiences through media. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies.

The Online Learning Manger, Science Education leads KQED's online contributions to science education and STEM learning in formal and informal educational settings and contributes to the fulfillment of the overall vision of KQED Science.

The Online Learning Manager will support the utilization of public media for teaching and learning in STEM fields. A leader and innovator, this position will support the integration of science and science-based media and technologies into in- and out-of-school educational environments based on extensive knowledge of current trends as well as expertise in the intersections of media, science, and education.

**Essential Functions:**

1. Design and lead online professional learning opportunities for educators
2. Manage national/online science/STEM education partnerships for KQED, in coordination with KQED Education and KQED Science
3. Contribute to evaluation activities associated with products and services produced by KQED Education
4. Advance the goals and strategies of KQED education online
5. Communicate teacher voice and needs and advise on production topics and media formats to ensure relevance to teachers and students.
6. Manage online teacher professional learning community and working groups
7. Encourage educator engagement with KQED participatory media products by providing subject specific context and supports
8. Provide input on the production of professional learning media content
9. Other duties as assigned

**Knowledge/Experience Required:**

1. Demonstrated experience in successful project design and management.
2. Minimum of three to five years experience in project supervision, including budget development/management/evaluation.
3. Demonstrated experience with integrating media and media-based technology tools into teaching of STEM content in education, formal or informal.
4. Demonstrated knowledge of Next Generation Science Standards, media literacy and 21<sup>st</sup> century skills in teaching and learning.
5. Demonstrated experience in media production process.
6. Skilled at engaging diverse adult learners online
7. Accomplished in developing and deploying online outreach and engagement strategies.
8. Demonstrated experience in curriculum development and teacher professional learning.
9. Detail-oriented with strong organizational skills and follow-through capabilities.
10. Excellent oral and written communication as well as presentation skills.
11. Ability to work effectively with colleagues and educational partners.
12. Skilled in working with databases, spreadsheets, word-processing, and online collaboration tools.
13. Commitment to educational equity for all students.

**Knowledge/Experience Desired:**

1. Interactive media design
2. Teaching credential/master's degree in science or education and bachelor's degree in science

**Tracking:**

Added to system: 3/12/15 4:47 PM

ID: 365

Last updated: 9/10/15 3:58 PM

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# Online Learning Manager, Science

**KQED - San Francisco, CA - Full time**

1 1

KQED Education enhances learning experiences through media. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies.

The Online Learning Manager, Science Education leads KQED's online contributions to science education and STEM learning in formal and informal educational settings and contributes to the fulfillment of the overall vision of KQED Science.

The Online Learning Manager will support the utilization of public media for teaching and learning in STEM fields. A leader and innovator, this position will support the integration of science and science-based media and technologies into in- and out-of-school educational environments based on extensive knowledge of current trends as well as expertise in the intersections of media, science, and education.

**Essential Functions:**

- 1.Design and lead online professional learning opportunities for educators
- 2.Manage national/online science/STEM education partnerships for KQED, in coordination with KQED Education and KQED Science
- 3.Contribute to evaluation activities associated with products and services produced by KQED Education
- 4.Advance the goals and strategies of KQED education online
- 5.Communicate teacher voice and needs and advise on production topics and media formats to ensure relevance to teachers and students.
- 6.Manage online teacher professional learning community and working groups
- 7.Encourage educator engagement with KQED participatory media products by providing subject specific context and supports
- 8.Provide input on the production of professional learning media content
- 9.Other duties as assigned

**Knowledge/Experience Required:**

- 1.Demonstrated experience in successful project design and management.
- 2.Minimum of three to five years experience in project supervision, including budget development/management/evaluation.
- 3.Demonstrated experience with integrating media and media-based technology tools into teaching of STEM content in education, formal or informal.
- 4.Demonstrated knowledge of Next Generation Science Standards, media literacy and 21st century skills in teaching and learning.
- 5.Demonstrated experience in media production process.

6. Skilled at engaging diverse adult learners online
7. Accomplished in developing and deploying online outreach and engagement strategies.
8. Demonstrated experience in curriculum development and teacher professional learning.
9. Detail-oriented with strong organizational skills and follow-through capabilities.
10. Excellent oral and written communication as well as presentation skills.
11. Ability to work effectively with colleagues and educational partners.
12. Skilled in working with databases, spreadsheets, word-processing, and online collaboration tools.
13. Commitment to educational equity for all students.

**Knowledge/Experience Desired:**

1. Interactive media design
2. Teaching credential/master's degree in science or education and bachelor's degree in science

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**Experience Level**

5 or less years

**KQED**

KQED is for everyone who wants to be more. Our television, radio, digital media and educational services change lives for the better and help individuals and communities achieve their full potential. KQED serves the people of Northern California with a community-supported alternative to commercial media. We provide citizens with the knowledge they need to make informed decisions; convene community dialogue; bring the arts to everyone; and engage audiences to share their stories. We help students and teachers thrive in 21st century classrooms, and take people of all ages on journeys of exploration—exposing them to new people, places and ideas. We celebrate diversity; embrace innovation, value lifelong learning and partner with those who share our passion for public service. For more information about our current openings in education and throughout KQED, visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs)

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## Requisition: Senior Administrator, Traffic Operations

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>9/17/14</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>303</b>	Replacement for: <b>Jennifer Louie</b>
Title: <b>Senior Administrator, Traffic Operations</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: <b>12/8/14</b>
Status: <b>Filled</b>	Filled By: <b>Mary Beth Gammonley-Grimberg</b>
# of openings: <b>0</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Senior Administrator, Traffic Operations**

**Reports To:** Director, Marketing & Corporate Events

**Department:** Corporate Support

**Division:** Marketing

**Position Summary:**

Senior Administrator, Traffic Operations is responsible for the daily management of sponsorship scheduling on KQED TV and Radio, online banner advertising and audio streaming messages on KQED.org and on wireless devices. This position oversees the placement, airing and billing of several million dollars of corporate sponsorship. The Senior Administrator, Traffic Operations works closely with Director of Corporate Support and General Sales Manager, Corporate Support staff and Finance.

**Essential Functions:**

1. Day to day management and responsibility of the Wide Orbit traffic software for underwriting sponsorship credits on KQED Radio, TV and digital channels. Process, monitor, and track airing of proper credits for broadcast.
2. Manages and utilizes report tools to oversee radio and TV inventory and to maximize sales revenue in Wide Orbit.
3. Manages and schedules the online banner advertising on KQED.org and oversees the scheduling of audio streaming messages online as well as on wireless devices.
4. Works closely with Director of Corporate Support and General Sales Manager, Director of Marketing & Corporate Events and Corporate Support staff. Main liaison to TV Programming, Radio, Finance, Legal, and IT to direct changes in traffic software, track TV creative, and assist with billing.
5. Primary traffic contact for corporate funders.
6. Manages the monthly billing with the Finance department.
7. Prepares reports and provides summary analysis for weekly Corporate Support meeting.

8. Maintains department records and files.
9. Answers telephones and relays messages to appropriate staff.
10. Performs other essential duties as required.

**Knowledge/Experience Required and Preferred:**

1. Three to four years administrative/office management experience working with a variety of individuals. Advertising/Sales/Traffic department experience preferred.
2. Knowledge of broadcast traffic system preferred.
3. Ability to communicate and distribute information, and diplomatically respond to requests from staff, underwriters, and the public.
4. Excellent project coordination and organizational skills a must.
5. Strong attention-to-detail skills a must.
6. Word processing and spreadsheet experience with accurate 60 wpm typing.
7. Experience in Microsoft Word, Excel, databases, and email.
8. Ability to compose, edit and proofread correspondence, and reports.
9. College degree preferred.
10. Knowledge of public broadcasting a plus.

**Tracking:**

Added to system: **9/17/14 2:04 PM**

**ID: 303**

Last updated: **12/18/14 10:58 PM**

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**Description**

**Price**

Senior Administrator, Traffic Operations

SF bay area > city of san francisco > potrero hill > marketing/advertising/pr \$75.00 USD

**Total amount charged: \$75.00 USD**

this is an unpublished draft.

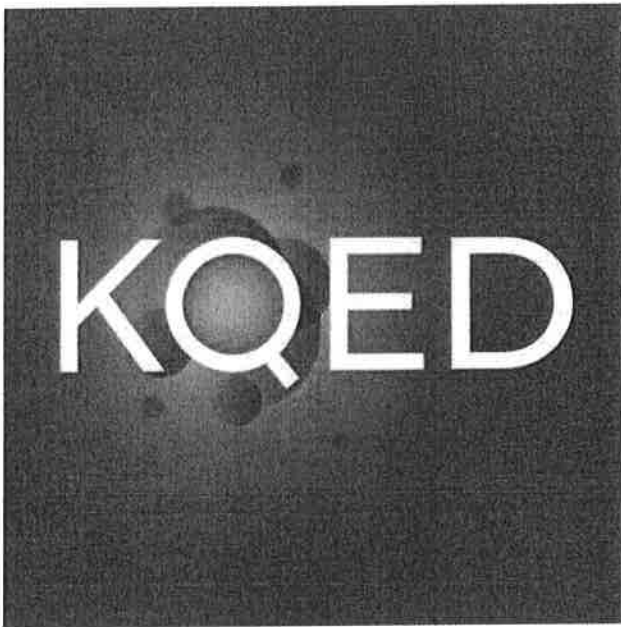
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**Senior Administrator, Traffic Operations (potrero hill)**



2601 Mariposa Street  
[\(google map\)](#) [\(yahoo map\)](#)

compensation: negotiable

non-profit organization

Title: Senior Administrator, Traffic Operations  
Department: Marketing  
Status: Full-time

KQED Inc., a recognized leader in creating radio, TV and online content is seeking a Senior Administrator in Traffic Operations who will oversee the placement, airing and billing of several million dollars of corporate sponsorship. You will work closely with our sales manager and staff to ensure that our underwriting sponsors credits are handled correctly. The ideal candidate will have 3-4 years of administrative/office management experience with excellent project coordination and organization. Must have experience working with a variety of individuals, and the ability to compose, edit correspondence and reports. Strong attention-to-detail skills are a must.

Some of your duties will be:

- Day to day management of the Wide Orbit traffic software
- Manage and utilize report tools to oversee radio and TV inventory
- Manage and schedule online banner advertising
- Prepare reports and provide summary analysis for weekly meetings
- Act as primary traffic contact for corporate funders

This is a great opportunity to play a pivotal role in getting our underwriting spots on air with a smooth and well-organized flow. We offer a competitive salary and benefits package as well as a chance to work for an organization that embraces lifelong learning through programming that inspires as well as educates.

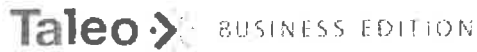
For more details and to apply: <http://www.kqed.org/about/jobs>

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
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### Requisition: Reporter, Politics & Government Desk

**Requisition Owner(s):**

Requisition Owners: Cabanatuan, Adrienne

**Requisition Information:**

Opened Date: 10/13/14	Reason for Opening: <b>New Position</b>
Job Code: 310	Replacement for:
Title: <b>Reporter, Politics &amp; Government Desk</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED Sacramento Bureau</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: 1/26/15
Status: <b>Filled</b>	Filled By: <b>Marisa Lagos</b>
# of openings: 1	Start Date:
Budget Status:	

**Approvals:**

Requisition Approvers: [1] Cabanatuan, Adrienne      Offer Approvers: [1] Cabanatuan, Adrienne

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description:

**Reports To:** Senior Editor , California Politics & Government Desk

**Salary Grade:** Union



Department: Multimedia Content

## Position Summary:

The Politics & Government Reporter is responsible for researching, reporting, and producing news, feature and enterprise radio, online text and television stories for KQED's Politics and Government Desk. These stories appear across platforms on KQED programs, including The California Report (TCR) statewide news service; KQED News newscasts; KQED News web and mobile news services; and KQED Newsroom, a weekly television program.

The editorial work of the Politics & Government Reporter includes coverage of breaking news and daily news from the state Capitol in Sacramento, and the production of in-depth reports. The Politics & Government Reporter will occasionally conduct live on-air interviews and de-briefs, and will engage KQED online audiences through social media.

In coordination with the Senior Editor and KQED editors and producers in San Francisco, the Politics & Government Reporter develops an editorial agenda and long-range plan for reporting about California politics and government. The Politics & Government Reporter will be expected to focus significant time and energy covering statehouse news from the Legislature and the governor, but will also produce stories on important political issues emanating from other parts of California.

The Politics & Government Reporter will produce video and audio content for KQED online news services, and will work with the Senior Editor, California Politics & Government Desk, in creating new ways to engage the audience in the issues facing California's political and policy leaders.

The Politics & Government Reporter also participates in special radio and online series, projects, and productions, including coverage of local and state elections. The Politics & Government Reporter represents KQED with community leaders and institutions in Sacramento and statewide.

## Essential Functions:

- 
- Produces and delivers a variety of editorial content – audio, video, scripts, text stories, blog posts, photographs, databases and other content – for radio broadcast, web, mobile and social media platforms.
- Produces and delivers required content from the Sacramento bureau and from other locations.
- Monitors news developments in California government and politics and makes recommendations to the Senior Editor, California Politics & Government Desk for coverage strategies and daily assignments.
- Develops editorial long-range coverage plans of state politics and government in consultation with Senior Editor, California Politics & Government Desk and other key editors.
- Communicates with other KQED News desks and bureaus on coverage strategies, assignments and special projects.
- Logs, edits and dubs sound or video for story production as necessary.
- Conducts live on-air and live-to-tape news source interviews and reporter debriefings
- Conducts outreach to prospective local commentators and two-way interview subjects for KQED News and other KQED productions.
- Participates in KQED productions, including *The California Report*, *Forum*, *KQED News*, and *KQED Newsroom*.
- Represents KQED with state and community leaders.

## Other Functions:

- Contributes items to the News Calendar.
- Consults and communicates with other KQED News desks and units on coverage assignments, strategies and projects.
- Assumes other duties as assigned.

## Knowledge/Experience Required:

- Six years minimum experience as broadcast, print and/or online journalist, including news reporting, editing and production, Eight years of journalism experience a plus.
- Excellent reporting skills.
- Demonstrated ability to cover complex governance and political issues in fair, accessible presentations.
- Excellent news writing and editing skills.
- Excellent news judgment.
- Thorough knowledge of journalistic principles, ethics and standards.
- Strong knowledge of digital audio and video editing and radio production techniques.
- Experience with web, mobile, social media editing and publishing.
- Knowledge of California diverse political and cultural communities, institutions and issues.
- High proficiency of on-air voicing skills.
- Ability to research and analyze news using a variety of technologies, methods and sources.
- Demonstrated ability to cover range of significant public affairs issues and subjects such government and politics, the economy, education, health, immigration, legal affairs and the environment.
- Ability to interview and communicate with a variety of individuals.
- Ability to research and communicate through variety of mobile and digital tools.
- Excellent organizational skills to be self-sufficient in the field or in statehouse reporting.
- Ability to work under deadline pressures.

## Knowledge/Experience Desired

- Working knowledge of a range of significant California public affairs issues and subjects such as government and politics, the economy, education, health, immigration, legal affairs and the environment preferred.
- Experience working in a demographically diverse news environment strongly desired.
- Experience in blogging or other multimedia online news writing and content presentation management is a plus.
- Working fluency in Spanish is a plus.
- Experience in video production, multimedia production or database production are pluses.

### Tracking:

Added to system: 10/13/14 3:54 PM

ID: 310

Last updated: 1/29/15 12:11 PM



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### Opening in Jobs

Company: **KQED**  
Position: **Reporter**  
Location: **Sacramento, California**  
Job Status: **Not Specified**  
Salary: **Not Specified**  
Website: <http://www.kqed.org/about/jobs>

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#### Description:

KQED Inc., an award-winning public broadcasting media organization, recognized for creating radio, TV and online content is seeking an experienced reporter for our Politics and Government team. The Politics & Government Reporter is responsible for coverage of breaking news and daily news from the state Capitol in Sacramento, and the production of in-depth reports. Researching, reporting, and producing news, feature and enterprise radio, online text and television stories for KQED's Politics and Government Desk. Our stories appear across platforms on KQED programs including: The California Report (TCR) statewide news service; KQED News newscasts; KQED News web and mobile news services; and KQED Newsroom, a weekly television program. Working alongside the Senior Editor for California Politics and Government this reporter will produce video and audio content for KQED online news services, and create new ways to engage the audience in the issues facing California's political and policy leaders.

#### The ideal candidate will have:

- Strong radio news production experience or equivalent broadcasting, print or online journalism experience;
- Demonstrated ability to cover complex governance and political issues in fair and accessible presentations;
- Strong sound gathering and use experience desired;
- Excellent research and writing skills and the ability to work under strict deadlines;
- Must have the ability to produce content that appeals to a diverse audience and the knowledge in applying basic journalist principles, ethics and standards.

For additional details and to apply visit us online at <http://www.kqed.org/about/jobs>

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### Opening in Jobs

Company: **KQED**  
Position: **Reporter**  
Location: **Sacramento, California**  
Job Status: **Not Specified**  
Salary: **Not Specified**  
Website: <http://www.kqed.org/about/jobs>

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KQED Inc., an award-winning public broadcasting media organization, recognized for creating radio, TV and online content is seeking an experienced reporter for our Politics and Government team. The Politics & Government Reporter is responsible for coverage of breaking news and daily news from the state Capitol in Sacramento, and the production of in-depth reports. Researching, reporting, and producing news, feature and enterprise radio, online text and television stories for KQED's Politics and Government Desk. Our stories appear across platforms on KQED programs including: The California Report (TCR) statewide news service; KQED News newscasts; KQED News web and mobile news services; and KQED Newsroom, a weekly television program. Working alongside the Senior Editor for California Politics and Government this reporter will produce video and audio content for KQED online news services, and create new ways to engage the audience in the issues facing California's political and policy leaders.

#### The ideal candidate will have:

- Strong radio news production experience or equivalent broadcasting, print or online journalism experience;
- Demonstrated ability to cover complex governance and political issues in fair and accessible presentations;
- Strong sound gathering and use experience desired;
- Excellent research and writing skills and the ability to work under strict deadlines;
- Must have the ability to produce content that appeals to a diverse audience and the knowledge in applying basic journalist principles, ethics and standards.

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### Opening in Jobs

Company: **KQED**  
Position: **Reporter**  
Location: **Sacramento, California**  
Job Status: **Not Specified**  
Salary: **Not Specified**  
Website: <http://www.kqed.org/about/jobs>

- Save to Job Basket
- E-mail this job to a friend
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- Share on Twitter

#### Description:

KQED Inc., an award-winning public broadcasting media organization, recognized for creating radio, TV and online content is seeking an experienced reporter for our Politics and Government team. The Politics & Government Reporter is responsible for coverage of breaking news and daily news from the state Capitol in Sacramento, and the production of in-depth reports. Researching, reporting, and producing news, feature and enterprise radio, online text and television stories for KQED's Politics and Government Desk. Our stories appear across platforms on KQED programs including: The California Report (TCR) statewide news service; KQED News newscasts; KQED News web and mobile news services; and KQED Newsroom, a weekly television program. Working alongside the Senior Editor for California Politics and Government this reporter will produce video and audio content for KQED online news services, and create new ways to engage the audience in the issues facing California's political and policy leaders.

#### The Ideal candidate will have:

- Strong radio news production experience or equivalent broadcasting, print or online journalism experience;
- Demonstrated ability to cover complex governance and political issues in fair and accessible presentations;
- Strong sound gathering and use experience desired;
- Excellent research and writing skills and the ability to work under strict deadlines;
- Must have the ability to produce content that appeals to a diverse audience and the knowledge in applying basic journalist principles, ethics and standards.

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## Requisition: Newsroom Support Coordinator

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>9/9/14</b>	Reason for Opening: <b>New Position</b>
Job Code: <b>288</b>	Replacement for:
Title: <b>Newsroom Support Coordinator</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: <b>10/27/14</b>
Status: <b>Filled</b>	Filled By: <b>Stephanie Henderson</b>
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Department:** News

**Division:** Content

**Reports To:** Executive Editor, News

**Name:** Holly Kernan

**Position Summary:**

The KQED Newsroom Support Coordinator is responsible for managing the office needs and support services of a busy KQED Newsroom. (S)he coordinates the KQED News internship training program. The Coordinator oversees Radio's wiki; audio and video field equipment disbursements; contact databases; and planning for special staff and editorial gatherings. The Coordinator works with the Executive Editor, and other editorial supervisors to manage and promote the use of Newsroom communications and data management systems.

1. Provides administrative support to the Executive Editor as needed
2. Compiles weekly analytic reports for news
3. Is responsible for maintaining and updating Newsroom systems for scheduling personnel, tracking training, monitoring equipment needs, and other operational records (subscriptions, press passes, etc.)
4. Manages, organizes, updates and utilizes departmental wikis and other Newsroom information and data sites; trains staff in utilizing these and other digital tools for sharing documents and procedures.
5. With supervisor, schedules quarterly orientation and training sessions for Radio internship program in conjunction with KQED Human Resources (e.g. workshops, coordination of IT setups for interns, and other training, etc.).
6. Manages KQED Newsroom supplies and equipment storage (e.g. check in/out equipment, battery charging/distribution, and equipment tracking system).
7. Coordinates selected events involving staff and/or special editorial guests. Oversees catering, building services requests, special orders and other event planning and logistics, as needed.
8. As assigned, supports Editors and Department managers in developing methods for assessing topical, regional and source diversity in programming.
9. Coordinates Radio award entries including award entry fees and audio/video/text submissions.
10. Serves as liaison between IT, Radio Engineering and other departments, especially with requests for KQED Newsroom and bureau staff IT and equipment needs.
11. Attends internal KQED meetings as needed to represent the Radio News & Public Affairs department, and conveys relevant information to Radio managers and editors.
12. Manages and responds to KQED Newsroom general voicemails and email, directing those communications to the appropriate individual.

13. Other support duties as assigned, including orientation of new newsroom employees; checking out equipment from departing employees; maintaining press ID's, taxi cab vouchers and parking permits; processing design requests; and preparing CD's for award entries and other needs.

**Position Qualifications:**

**Education:** Bachelor's degree preferred.

**Knowledge/Experience Required:**

1. 3-4 years office administration experience.
2. Excellent organizational, attention-to-detail, and time management skills.
3. Good writing skills.
4. Must be proficient in current versions of Windows, Word, and Excel. Experience with Dreamweaver, Google Docs, Survey Monkey and other digital tools is required. Familiarity with standard office procedures, database skills and office equipment.
5. Excellent interpersonal and communications skills.
6. Demonstrated ability to work under pressure and meet deadlines.
7. Demonstrated ability to multi-task while maintaining accuracy and composure.
8. Ability to work in a very busy workplace environment.
9. Ability to be diplomatic and professional.
10. Ability to gather and coordinate information with various departments, divisions and the public.

**Special Requirements:**

Demonstrated ability to learn new electronic management systems and to work independently to remain up to date on them.



**Tracking:**

Added to system: 9/9/14 2:17 PM

ID: 288

Last updated: 11/5/14 12:25 PM

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### Requisition: Program Manager, Education

**Requisition Owner(s):**

Requisition Owners: Cabanatuan, Adrienne

**Requisition Information:**

Opened Date: 3/12/15	Reason for Opening: <b>New Position</b>
Job Code: 357	Replacement for:
Title: <b>Program Manager, Education</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b>	Filled date: 7/8/15
Status: <b>Filled</b>	Filled By: <b>Isabel Santis</b>
# of openings: 1	Start Date: 5/18/15
Budget Status:	

**Approvals:**

Requisition Approvers: [1] Cabanatuan, Adrienne      Offer Approvers: [1] Cabanatuan, Adrienne

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description: **\*\*\*KQED is excited to announce that our Education department is expanding and will have 5 new positions open. Below you can find one of our education opportunities.\*\*\***

**Position Summary:**

KQED Education enhances learning experiences through media. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies.

The Program Manager oversees all day-to day-operations of KQED Education, ensuring an efficient and optimized work environment. Representing KQED Education internally and externally, this position actively works to connect varies aspects of our work from program design the administrative and financial infrastructure needed to implement our suite of products and services.

An experienced systems thinker and designer with a passion for igniting learning, this position will lead the design and implementation of an enhanced operations model for KQED

## Education.

## 1. Management of Administrative Operations of Education Department

- Design, improve existing and oversee all administrative systems to ensure effective project management and communication within the department and with the content groups
- Liaison between content, training and evaluation managers for optimizing workflow and obtaining maximum programmatic reach and impact
- Facilitate regular meetings with Core Support Services managers on content plans, production plans and schedules and other needs as they arise
- Manage contracts with vendors and independent contractors
- Manage monthly metrics collection and reporting as well as quarterly narrative reports on department activities
- Track and monitor external partnerships, including the establishment of MOUs
- Edit external communications including e-mail newsletters, collateral and promotional materials
- Coordinate calendars, schedules and supplies for department meetings, events, equipment
- Supervise the purchasing, storage, use and replacement of equipment in conjunction with Media Services staff
- Lead department staff hiring processes
- Oversee implementation of intern program
- Maintain a highly effective and comfortable physical work environment for the Education Core Support Services staff

## 2. Management of Financial Systems of Education Department

- Lead annual budget planning process for department
- Work with Education project, Finance, and Development staff to craft grant proposal budgets and narratives
- Submit requisitions, approve purchase orders and invoices for payment
- Report monthly expense projections to Financial Services Group for SAP entry
- Monitor monthly Navision financial reports for accuracy
- Collect timesheets and ensure correct project coding
- Produce various quarterly financial reports for president's office and for the KQED development team
- Communicate regularly with appropriate staff and KQED finance to ensure federal grant compliance on government grants

## 3. Supervise Education Core Support Services Staff, including:

- Communications and Engagement Manager
- Distribution and Partnerships Manager
- Program Assistant (position to begin 10/1/15)
- Education interns, as needed

## 4. Represent KQED Education internally and externally.

- Contribute as member of Education management team
- Employ regular communications tools to keep stakeholders informed
- Represent KQED Education at internal and external meetings and events, as needed

## 5. Other duties as assigned.

**Knowledge/Experience Required:**

1. Seasoned in staff supervision
2. Demonstrated budget management
3. Proven experience developing administrative systems to improve workflow and other operational processes
4. Excellent oral and written communications skills
5. Event planning skills
6. Software: Microsoft Office, Salesforce or equivalent CRM databases, Eloqua or other newsletter service, WordPress, survey tools, databases
7. Collaborative worker; Solutions oriented, creative, resourceful
8. Ability to work well with all levels of an organization as well as external clients/partners
9. Detail oriented with an eye toward the bigger picture

**Tracking:**

Added to system: 3/12/15 4:16 PM

ID: 357

Last updated: 7/8/15 2:54 PM

## Requisition: Youth Participation Manager

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: 3/12/15	Reason for Opening:
Job Code: 359	Replacement for:
Title: Youth Participation Manager	Employment duration: Full time Regular
Location: KQED - San Francisco	Pay range:
EEO job category: (2) Professionals	Filled date: 7/8/15
Status: Filled	Filled By: Annelise Wunderlich
# of openings: 1	Start Date: 6/1/15
Budget Status:	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **\*\*\*KQED is excited to announce that our Education department is expanding and will have 5 new positions open. Below you can find one of our education opportunities.\*\*\***

#### Position Summary:

KQED Education enhances learning experiences through media. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies.

The Youth Participation Manager leads KQED's work to strengthen learning and civic engagement among youth through media production. The Youth Participation Manager will oversee all youth participation projects including calls for submissions, festivals and participatory curriculum design for formal and informal learning environments. The position

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is responsible for all aspects of project management and coordination between content areas for the youth participation products.

The Youth Participation Manager is responsible for expanding community created content produced and submitted by youth. This position will represent KQED in youth learning networks and build KQED as a leader in digital making in the Bay Area and beyond.

A youth development advocate and ally, the Youth Participation Manager will authentically engage youth in the project design and implementation process. This seasoned educator will also work with teachers and informal educators to implement KQED participation products through professional learning communities

#### **Essential Functions:**

1. Leads KQED Education participatory media projects.
2. Contribute to the design of media-making challenges, competitions, and projects connected to KQED content.
3. Works with KQED editors and programmers to broadcast and post youth-generated content, as well as the stories surrounding the creation of that content, on radio, television and online.
4. Maintains and increases the production and distribution of community-created content through media production initiatives, partnerships, and student groups.
5. Plans and implements community media production events, festivals, contests, etc.
6. Presents the community-generated content creation work of KQED at local, regional, and national conferences and other venues.
7. Leads and develops strategies for online engagement of youth participatory media conversations and responses.
8. Leads and develops strategies and runs programs for online engagement of educators through participatory media projects, including educator work groups and professional learning communities.
9. Manages the development and publication of posts and prompts associated with participatory media projects internally and with content partners.
10. Works with lead instructional designer to identify professional learning opportunities surrounding teacher engagement with participatory media.
11. Works with educational technologist to integrate KQED Education content into participatory media making experiences.
12. Serves as part of education management team, advising and providing direction for KQED Education and represents KQED Education externally.
13. Participates in learning and evaluation activities and manages data and metrics tracking and reporting connected to project.
14. Incorporates youth interests and feedback into planning process.
15. Manages expense budget connected to project plan.
16. Hires and supervises youth participation specialist in future phases of the project.
17. Other duties as assigned.

#### **Knowledge/Experience Required:**

1. Facility with media production – video, audio, interactives, animation, as well as broadcast platforms
2. Experienced in youth development strategies and pedagogies; comfortable with youth culture
3. Experienced in employing professional learning strategies for educators
4. Demonstrated success with social media engagement strategies
5. Demonstrated success in partnership development
6. Self-starter, collaborative colleague, service-oriented
7. Commitment to educational equity and authentic youth civic engagement
8. Action oriented, creative, quick thinker, active listener, lifelong learner



9. Proficient in budget management and data collection
10. Excellent oral and written communication skills, effective at communicating in diverse environments
11. Ability to travel up to four times/year

**Knowledge/Experience Desired:**

1. Knowledge of Common Core State Standards and Next Generation Science Standards
2. Bilingual/Spanish preferred

**Tracking:**

Added to system: 3/12/15 4:26 PM

ID: 359

Last updated: 7/8/15 3:01 PM

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## Youth Participation Manager

KQED | San Francisco CA 94103 USA | Full Time | Posted: 03/19/2015

### Job Description

**KQED** Education enhances learning experiences through media. We strive to use our media expertise to inspire and engage learners through the innovative application of media-based technologies and instructional strategies.

The Youth Participation Manager leads KQED's work to strengthen learning and civic engagement among youth through media production. The Youth Participation Manager will oversee all youth participation projects including calls for submissions, festivals and participatory curriculum design for formal and informal learning environments. The position is responsible for all aspects of project management and coordination between content areas for the youth participation products.

The Youth Participation Manager is responsible for expanding community created content produced and submitted by youth. This position will represent **KQED** in youth learning networks and build **KQED** as a leader in digital making in the Bay Area and beyond.

A youth development advocate and ally, the Youth Participation Manager will authentically engage youth in the project design and implementation process. This seasoned educator will also work with teachers and informal educators to implement **KQED** participation products through professional learning communities

#### Essential Functions:

1. Leads **KQED** Education participatory media projects.
2. Contribute to the design of media-making challenges, competitions, and projects connected to **KQED** content.
3. Works with **KQED** editors and programmers to broadcast and post youth-generated content, as well as the stories surrounding the creation of that content, on radio, television and online.
4. Maintains and increases the production and distribution of community-created content through media production initiatives, partnerships, and student groups.
5. Plans and implements community media production events, festivals, contests, etc.
6. Presents the community-generated content creation work of **KQED** at local, regional, and national conferences and other venues.
7. Leads and develops strategies for online engagement of youth participatory media conversations and responses.
8. Leads and develops strategies and runs programs for online engagement of educators through participatory media projects, including educator work groups and professional learning communities.
9. Manages the development and publication of posts and prompts associated with participatory media projects internally and with content partners.
10. Works with lead instructional designer to identify professional learning opportunities surrounding teacher engagement with participatory media.
11. Works with educational technologist to integrate **KQED** Education content into participatory media making experiences.
12. Serves as part of education management team, advising and providing direction for **KQED** Education and represents **KQED** Education externally.
13. Participates in learning and evaluation activities and manages data and metrics tracking and reporting connected to project.



14. Incorporates youth interests and feedback into planning process.
15. Manages expense budget connected to project plan.
16. Hires and supervises youth participation specialist in future phases of the project.
17. Other duties as assigned.

#### Knowledge/Experience Required:

1. Facility with media production – video, audio, interactives, animation, as well as broadcast platforms
2. Experienced in youth development strategies and pedagogies; comfortable with youth culture
3. Experienced in employing professional learning strategies for educators
4. Demonstrated success with social media engagement strategies
5. Demonstrated success in partnership development
6. Self-starter, collaborative colleague, service-oriented
7. Commitment to educational equity and authentic youth civic engagement
8. Action oriented, creative, quick thinker, active listener, lifelong learner
9. Proficient in budget management and data collection
10. Excellent oral and written communication skills, effective at communicating in diverse environments
11. Ability to travel up to four times/year

#### Knowledge/Experience Desired:

1. Knowledge of Common Core State Standards and Next Generation Science Standards
2. Bilingual/Spanish preferred

#### Job Details

<b>Location</b>	San Francisco, CA, 94103, United States
<b>Categories</b>	Education, Media--Broadcast, Web, Print
<b>Function</b>	Program Management

#### Location Map



#### Contact Information

<b>Contact Name</b>	Adrienne Cabanatuan
<b>How to apply</b>	Employer provided a link where your application will be accepted. Click on the link below and follow instructions.
<b>Apply</b>	<a href="#">Click Here (apply to job)</a>
<b>Primary Phone</b>	4155522307

## Requisition: Arts Multimedia Producer

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>9/22/14</b>	Reason for Opening: <b>New Position</b>
Job Code: <b>304</b>	Replacement for:
Title: <b>Arts Multimedia Producer</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>7/8/15</b>
Status: <b>Filled</b>	Filled By: <b>Abhi Singh and Kelly Whalen</b>
# of openings: <b>2</b>	Start Date: <b>3/16/15</b>
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

Reports To: **Managing Editor, Arts**

Department: **Arts**

**Position Summary:**

KQED Arts is a community-supported television, radio and digital-media producer with a mission to change lives for the better, promote civic engagement and bring the arts to everyone. We do this by reporting on the people, ideas and emerging trends that define our rich artistic ecosystem and by helping our audience find the best shows and events the Bay Area has to offer.

The Multimedia Producer researches, reports, writes, shoots, and edits high-quality video stories for KQED Arts Web properties. The Producer is passionate about the arts and knowledgeable about the local scene, able to develop and pitch great ideas, and manage resources and time. A skilled filmmaker with voice and vision, he or she works well on one-person productions or as part of a crew. Videos will range from journalistic stories to more impressionistic pieces for distribution on social media to well-crafted shorts that capture music, dance or dramatic performances with style and emotion.

Candidates will possess audio production skills and will be able to produce, report, and write for podcasts. This position participates in all aspects of video and audio production, from initial concept and piloting to field production, obtaining additional visuals, clearing rights, editing and other miscellaneous duties.

Here are some examples of recent videos from our on-air and online SPARK series:  
<http://ww2.kqed.org/arts/series/culturecreatescommunity/>

**Essential Functions:**

- Researches, develops and pitches story ideas on local arts subjects
- Scouts locations and pre-interviews subjects
- Develops story treatments and works with Managing Editor toward a final production plan
- Arranges all logistics and permissions
- Shoots video, records audio, conducts interviews
- Lights locations as needed
- Obtains additional visuals and footage as needed
- Secures all appropriate rights clearances
- Logs footage and writes scripts
- Performs editing in Premier
- Shoots still photography when assigned
- Helps develop and produced successful audio podcasts
- Archives media in the appropriate locations
- Keeps accurate files on all releases and music cue sheets
- Initiates and maintains deep connections in the arts community and relationships with collaborators across KQED departments
- Produces web story pages and all assets for Web publication
- Promotes stories by posting on social media and strategizing with KQED Arts social media team to build audience for your content
- Meets segment deliverables within budget and deadlines
- Works with other Arts producers to release assets on multiple platforms
- Performs other duties as assigned

**Other Job Functions:**

- Generates creative ideas for new series and story approaches
- Improves and documents media workflows pertinent to video production

**Knowledge/Experience Required:**

- Proven ability as a reporter-producer, developing, writing and assembling stories with factual integrity that move, surprise, dazzle, engage
- Proven ability to set up, light, and shoot video for short and long format documentary style segments. Experience with a Canon C100 or compatible camera preferred
- Proven ability to edit, with limited supervision, both long and short format documentary style news segments
- Experience trouble shooting edit issues, transcoding media, performing minor color correcting, and media archiving preferred
- Experience with audio recording and production
- Proven ability to research and write long and short format news stories. Knowledge of basic journalistic principles, ethics and standards
- A passion for and demonstrable experience covering the arts – particularly in the Bay Area
- Experience with social media
- Experience maintaining high journalistic and video quality standards in a fast-paced, self-directed, deadline-driven environment
- Demonstrable collaboration skills and experience cultivating sources and partnerships

**Credentials/Education Required:**

- B.A./B.S. degree in applicable field required
- At least two years of experience producing video for online or other media outlets required

**Knowledge/Experience Desired**

- A compelling visual style and personal voice.
- Expertise in audio storytelling
- Expertise as a still photographer.
- Demonstrable experience conducting and editing interviews.
- Experienced with web publishing procedures and CMS systems or blogging software (WordPress preferred).

**Application Details**

To apply, please include the following:

- A cover letter detailing your strengths as a filmmaker and reporter and demonstrating your experience covering and/or participating in the arts.
- Include links to A MAXIMUM OF FIVE impactful video examples that show off your storytelling, visual style, voice, skills. Please provide Web links to specific pieces, with a line describing the piece, when it was made, what your role was and what the assignment was. (Please do not simply link to your Web portfolio-- though please also send that link if available.) -- These can be included in your cover letter.
- A resume.
- Please do NOT contact KQED employees directly.

**Tracking:**

Added to system: 9/22/14 4:01 PM

ID: 304

Last updated: 7/8/15 3:04 PM





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## View Job Posting

### Arts Multimedia Producer

KQED

## Arts *Multimedia* Producer

**Reports To:** Managing Editor, Arts

**Department:** Arts

#### Position Summary:

The Arts Multimedia Producer researches, reports, writes, shoots and edits high-quality video stories for KQED Arts Web properties. The producer is passionate about the arts and knowledgeable about the local scene, able to develop and pitch great ideas as well as manage resources and time. A skilled filmmaker with voice and vision, he or she works well on one-person productions or as part of a crew. Videos will range from journalistic stories to more impressionistic pieces for distribution on social media to well-crafted shorts that capture music, dance or dramatic performances with style and emotion.

Candidates will also possess audio production skills and will be able to produce, report and write for podcasts. This position participates in all aspects of video and audio production, from initial concept and piloting to field production, obtaining additional visuals, clearing rights, editing and other miscellaneous duties.

This is a full-time, staff position in San Francisco with generous health and retirement benefits.

#### Essential Functions:

- Researches, develops and pitches story ideas on local arts subjects
- Scouts locations and pre-interviews subjects
- Develops story treatments and works with Managing Editor toward a final production plan
- Arranges all logistics and permissions
- Shoots video, records audio, conducts interviews
- Lights locations as needed
- Obtains additional visuals and footage as needed
- Secures all appropriate rights clearances
- Logs footage and writes scripts
- Performs editing in Premier
- Shoots still photography when assigned
- Helps develop and produced successful audio podcasts
- Archives media in the appropriate locations
- Keeps accurate files on all releases and music cue sheets
- Initiates and maintains deep connections in the arts community and relationships with collaborators across KQED departments
- Produces web story pages and all assets for Web publication
- Promotes stories by posting on social media and strategizing with KQED Arts social media team to build audience for your content
- Meets segment deliverables within budget and deadlines
- Works with other Arts producers to release assets on multiple platforms
- Performs other duties as assigned

**Other Job Functions:**

- Generates creative ideas for new series and story approaches
- Improves and documents media workflows pertinent to video production

**Knowledge/Experience Required:**

- Proven ability as a reporter-producer, developing, writing and assembling stories with factual integrity that move, surprise, dazzle, engage
- Proven ability to set up, light, and shoot video for short and long format documentary style segments. Experience with a Canon C100 or compatible camera preferred
- Proven ability to edit, with limited supervision, both long and short format documentary style news segments
- Experience trouble shooting edit issues, transcoding media, performing minor color correcting, and media archiving preferred
- Experience with audio recording and production
- Proven ability to research and write long and short format news stories. Knowledge of basic journalistic principles, ethics and standards
- A passion for and demonstrable experience covering the arts – particularly in the Bay Area
- Experience with social media
- Experience maintaining high journalistic and video quality standards in a fast-paced, self-directed, deadline-driven environment
- Demonstrable collaboration skills and experience cultivating sources and partnerships

**Credentials/Education Required:**

- B.A./B.S. degree in applicable field required
- At least two years of experience producing, shooting and editing video for online or broadcast required

**Knowledge/Experience Desired**

- A compelling visual style and personal voice.
- Expertise in audio storytelling
- Expertise as a still photographer.
- Demonstrable experience conducting and editing interviews.
- Experienced with web publishing procedures and CMS systems or blogging software (WordPress preferred).

**How to Apply**

- <http://www.kqed.org/about/jobs>

**Please include the following, when applying:**

- A cover letter detailing your strengths as a filmmaker and reporter and demonstrating your experience covering and/or participating in the arts.
- Include links to A MAXIMUM OF FIVE impactful video examples that show off your storytelling, visual style, voice, skills. Please provide Web links to specific pieces, with a line describing the piece, when it was made, what your role was and what the assignment was. (Please do not simply link to your Web portfolio-- though please also send that link if available.) -- These can be included in your cover letter.
- A resume.
- Please do NOT contact KQED employees directly.

**ABOUT KQED ARTS**

KQED Arts is a community-supported television, radio and digital-media producer with a mission to change lives for the better, promote civic engagement and bring the arts to everyone. We do this by reporting on the people, ideas and emerging trends that define our rich artistic ecosystem and by helping our audience find the best shows and events the Bay Area has to offer. Here are some examples of recent videos from our on-air and online SPARK series: <http://ww2.kqed.org/arts/series/culturecreatescommunity/>

**Division:** Arts  
**Internal Reference Code:** 480  
**Categories:** Media- Business, Non-profit, Photography

**Tasks**

- Apply to this Posting (disabled until you upload a resume)
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**W: [www.aja.org](http://www.aja.org)**

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## Requisition: AM Radio Reporter /Host, The California Report

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: 7/22/14	Reason for Opening: <b>Internal Transfer</b>
Job Code: 256	Replacement for: <b>Rachael Myrow</b>
Title: <b>AM Radio Reporter /Host, The California Report</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>1/5/15</b>
Status: <b>Filled</b>	Filled By: <b>Queena Kim</b>
# of openings: 1	Start Date:
Budget Status: <b>Budgeted</b>	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

## a Report

**Department:** FM

**Division:** FM

**Reports To:** Senior Producer, TCR

**Position Summary:**

The host-reporter of The California Report (TCR) is responsible for hosting KQED Public Radio's weekday morning statewide news service program. The California Report covers a range of topics including: politics and government; environmental policy; criminal justice; legal and economic issues. The program is distributed throughout California and is heard on 30 public radio stations broadcasting in 28 counties. The host writes news headlines and presents produced material from staff reporters and other contributors. This journalist reports spot news and in-depth news, interviews and features for on air and online.

**Essential Functions:**

1. Early morning shift that begins at 4 a.m.
2. Hosts/anchors daily statewide morning news segments.
3. Conducts live on-air news source and reporter debriefings.
4. Assists the TCR Senior Producer in developing coverage strategies,  
program topics, story themes and special projects.
5. Coordinates in-depth special projects and series as assigned.
6. Researches, reports, writes and produces stories from the studio and in the field for  
radio broadcast and for online
6. Hosts and anchors other KQED News programs, as assigned.
7. Substitutes for other Hosts and Newscasters, as assigned.
8. Performs other essential duties as required.

**Knowledge/ Experience Required:**

1. Minimum 6 years of experience as broadcast news reporter, producer, editor, anchor  
and/or host. Experience must include knowledge and application of journalism principles,  
standards and requirements.

2. Experience in hosting radio programs and reporting live on-air.
3. Ability to effectively communicate, interview and respond to a variety of individuals.
4. Excellent writing, editing and reporting skills.
5. Ability to research and analyze news using a variety of methods and sources.
6. Strong familiarity with and understanding of California political, economic and social issues and institutions.
7. Digital production and editing experience required.
8. Experience in writing and editing copy and audio for digital platforms.

#### Non-Essential Functions:

1. Assists in periodic quality checks of californiareport.org home page and mobile feeds.
2. Edits stories by staff and contributors as assigned.
3. Assists in training interns.
4. Assumes other duties as assigned.

#### Tracking:

Added to system: 7/24/14 11:34 AM

ID: 256

Last updated: 1/15/15 1:32 PM

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Please review your job update below, if you find an error please edit this posting from the 'Job Manager' section by clicking the 'Edit' button for the specified job.  
[ Click here to return to Job Manager ]

**Category:**  
Radio

**Title:**  
AM Report / Host, The California Report

**Job Reference:**

**Description:**

**Morning host position for California's leading statewide public radio news service**

KQED seeks experienced broadcast journalist with strong on-air skills and passion for California news to host the weekday morning edition of our statewide service, "The California Report." The ideal candidate is supremely comfortable behind the microphone, is a strong writer and has excellent knowledge of the Golden State – its history, politics, economics and culture. This host writes compelling news scripts and presents with authority produced material from an award-winning team of KQED staff reporters, independent producers and partner contributors. This individual has excellent interview abilities and can report spot news and features for on-air and online. He or she is enthusiastic about digital media to deliver news and information and social media to engage with our audiences.

To find out more about this job and apply: <http://www.kqed.org/about/jobs/>

**Skills:**

1. Minimum 6 years of experience as broadcast news reporter, producer, editor, anchor and/or host. Experience must include knowledge and application of journalism principles, standards and requirements.
2. Experience in hosting radio programs and reporting live on-air.
3. Ability to effectively communicate, interview and respond to a variety of individuals.
4. Excellent writing, editing and reporting skills.
5. Ability to research and analyze news using a variety of methods and sources.
6. Strong familiarity with and understanding of California political, economic and social issues and institutions.
7. Digital production and editing experience required.
8. Experience in writing and editing copy and audio for digital platforms.

**Location:**

United States - California - San Francisco

**Job Type:**

Full time

**Salary:**

**Start Date:**

**Comments:**

To find out more about this job and apply: <http://www.kqed.org/about/jobs/>

**Contact Information:**

KQED  
Adrienne Cabanaluan  
2601 Mariposa Street  
San Francisco, 94110  
United States  
Ph: 415-553-2307

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### Requisition: National Sales Coordinator

**Requisition Owner(s):**

Requisition Owners: Cabanatuan, Adrienne

**Requisition Information:**

Opened Date: 3/17/14	Reason for Opening: <b>Termination</b>
Job Code: 218	Replacement for: <b>Tiffany Abuan</b>
Title: <b>National Sales Coordinator</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: <b>10/6/14</b>
Status: <b>Filled</b>	Filled By: <b>Benjamin Castle</b>
# of openings: 1	Start Date:
Budget Status: <b>Budgeted</b>	

**Approvals:**

Requisition Approvers: [1] Cabanatuan, Adrienne      Offer Approvers: [1] Cabanatuan, Adrienne

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
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**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description:

**Reports To:** Director of Corporate Support/General Sales Manager

**Department:** Corporate Support**Division:** Marketing**Position Summary:**

The National Sales Coordinator drives inbound underwriting revenue from Markets outside of the San Francisco DMA. Key liaison to representatives of National Public Media based in L.A., Chicago, Detroit, and New York. Creates and provides sales opportunities in support of KQED to national sales team. Participates in creation of multi-platform packages for NPM Reps and leads cooperative efforts between local KQED Local Marketing Directors and NPM staff.

Manages all Radio and TV underwriting credit approvals for FCC and KQED mandatory guidelines. Facilitates creation of on air announcements by editing, research, and as necessary production. Key manager of communication between Local Marketing staff, LMD Team Lead, KQED Radio General Manager and KQED Legal team in the area of underwriting credit approvals.

Responsible for select KQED non-traditional revenue programs and developing new sources of non-traditional revenue, managing national account underwriting and contributing to KQED revenue generation and the overall success of KQED's Marketing Division.

**Essential Functions:**

1. Manage and generate inbound revenue generation of National Public Media (NPM) through continual and timely communication with NPM Sales Reps in Los Angeles, Detroit, New York and Chicago. Approve pricing within guidelines to maximize revenue from inbound markets. Book through Wide Orbit Traffic System software all multi-market business for KQED including TV, Radio, Online, Events and Print.
2. Manage shared accounts with KQED staff of Local Marketing Directors. Make recommendation to Sales Management regarding split commission and account management responsibilities. Oversee creative for TV and radio spots. Reconcile any make-goods with both NPM and KQED accounting team and traffic teams.
3. Oversee radio underwriting credit approval process for entire local staff and National Sales through editing, shepherding and placement. Achieve 100% sign off from KQED Radio General Manager prior to underwriting credits airing on KQED Radio. Ensure on air announcements meet FCC and KQED guidelines through use of research, legal department resources and editing of credits.
4. Oversee TV underwriting credit approval process for entire local staff and National Sales through editing, shepherding and placement. Achieve 100% sign off from Local Marketing Director Team Lead prior to underwriting credits airing on KQED TV. Ensure on air announcements meet FCC and KQED guidelines through use of research, legal department resources and editing of credits.
5. Prepare bi-weekly meetings tracking progress, follow-up and generating new sales leads and packages. Motivate NPM staff with Marketing Sales Materials and other tools to keep KQED top-of-mind with widely dispersed national sales team.
6. Manage trade accounts for Corporate Support Department: Book, track, manage make-goods, reconcile with account, manage creative and report out on progress. Complex break-even

program for KQED must comply with KQED accounting principles, and Financial Accounting Standards Board.

7. Oversee KQED Vehicle Donation Programs – expected to generate one million dollars annually. Serve as primary KQED liaison for Program vendors and KQED event-planning staff; coordinate marketing, events and administrative duties between Program vendors and appropriate KQED staff.
8. Manage the relationship with existing and prospective vendors and partners; maintains contact by scheduling personal appointments, conferences, telephone calls and sending written correspondence.
9. Review all sponsor ads in online newsletters prior to launch to ensure accuracy for proper client delivery.
10. Other essential duties as required.

#### **Other Job Functions:**

1. Other essential duties as required.

#### **Knowledge/Experience Required:**

1. A minimum 2 years marketing and sales experience in a relevant dynamic multi-platform broadcasting field, non-profit experience preferred.
2. Thorough knowledge of MS Word, PowerPoint and Excel necessary.
3. Experience with media traffic system, preferably Wide Orbit. Ability to enter and edit orders, monitor inventory and generate revenue reports.
4. Proficient in media research software including Strata, Scarborough/Prime Lingo, Nielsen and Arbitron's Personal People Meter. Ability to interpret and analyze findings to be used in sales materials.
5. Strong understanding of KQED's underwriting guidelines and policies. Copy writing experience a must.
6. Must be highly organized with the ability to manage multiple projects simultaneously and strong attention to detail.
7. Demonstrated ability to work as a part of a team as well as independently.
8. Critical problem solving and analytical skills.

#### **Knowledge/Experience Desired**

1. Understanding of corporate funding within the public broadcasting environment desired.

- 2. Must possess a strong work ethic – be a self-starter committed to excellence.
  
- 3. Ability to frequently sit for three to six hours; ability to occasionally walk, stand, bend, squat, climb, kneel, as well as push and pull for up to three hours; ability to occasionally lift and carry 50 lbs up to three hours.

**Tracking:**

Added to system: 3/17/14 2:42 PM

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### Senior Associate, National Marketing - KQED (potrero hill)

KQED is currently seeking a qualified and talented individual to fill our Senior Associate, National Marketing position. This role drives inbound underwriting revenue from markets outside of the San Francisco DMA and is the key liaison with National Public Media (NPM). The Senior Associate will partner in the creation of multi-platform packages and lead cooperative efforts between KQED Local Marketing Directors and NPM staff. [non-profit organization](#)

This position will also manage all Radio and TV underwriting credit approvals for FCC and KQED mandatory guidelines. In addition, this position is responsible for select KQED non-traditional revenue programs and developing new sources of non-traditional revenue, managing national account underwriting and contributing to KQED revenue generation and the overall success of KQED's Marketing Division.

We are seeking a strong team player who enjoys sales and the sales process. Candidates must be detail oriented with a minimum of 2 years of marketing experience. Thorough knowledge of MS Word, Excel and Power point is important as well as previous experience with media traffic systems for entering and editing orders as well as generating revenue reports.

This is a great opportunity to utilize a number of skills to support and enhance the sales process as well as be a key player in our national underwriting operation. If this opportunity fits your skills, qualifications and interests, visit us online at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs) for a more detailed job description and to apply.

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
- OK to highlight this job opening for persons with disabilities

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posted: 2014-03-18 4:05pm

updated: 2014-03-18 4:05pm

[email to friend](#)[♥ best of](#) <sup>[2]</sup>

## Requisition: Director of Individual Major Gifts

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: 5/8/14	Reason for Opening: <b>Resignation</b>
Job Code: 244	Replacement for: <b>Stacey Atchley</b>
Title: <b>Director of Individual Major Gifts</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>8/4/14</b>
Status: <b>Filled</b>	Filled By: <b>Kelly Hardesty</b>
# of openings: 1	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Effective Date:** June, 2012

**Reports To:** Sr. Director for Leadership Gift

**Division:** Development**Position Summary:**

The Director of Individual Major Gifts, San Francisco establishes and maintains a personal portfolio of up to 150 individual donors who are among KQED's most significant supporters with a focus on annual asks of \$10,000 or more. **This position averages approximately 10-12 visits or high-contacts each month.** High contacts are defined as 15 minutes or longer phone calls, proposals, sitting next to donors at events, meeting in person with current and prospective donors, as well as volunteers. Funding will be sought and secured for Public Television and Radio, Web and Education, which are services of KQED. Under the direction of the Senior Director of Leadership Gifts, this position will support KQED's President and CEO, Chief Development Officer, other major gifts staff and key volunteers in cultivation and solicitation initiatives for unrestricted funding as well as projects.

**Essential Functions:**

- Specifically this position identifies, qualifies, cultivates and solicits major donor prospects in assigned portfolio of up to 150 individuals, alone, and in consultation with other key volunteers and staff when necessary and appropriate. For assigned portfolio prospects, prioritizes prospects, researches/commissions research on their interests and capacity, and identifies individualized strategy for solicitation and follow up. Develops written strategies in consultation with the Sr. Director for Leadership Gifts; coordinates nature of contacts that assigned prospects receive; facilitates relationships between potential and current donors and KQED's senior staff, board, volunteers and others; reviews prospect strategies regularly for refinement and interprets KQED's annual and project needs for donors and prospects. This position averages approximately 10-12 visits or high-contacts each month. *High contacts are defined as 15 minutes or longer phone calls, proposals, sitting next to donors at events, meeting in person with current and prospective donors, as well as volunteers (35%)*
- In conjunction with Chief Development Officer and Senior Director, Leadership Gifts, the Director, Individual Major Gifts, coordinates the activities of selected volunteers on the Major Gifts Committee. This position is assigned to work with two or more members of the Committee or other ad-hoc fundraising volunteers off committee, for active assignments of approximately 4-6 volunteers. Participates in identifying, recruiting, training and supporting volunteers to serve as team members in the cultivation and solicitation of prospects. Develops mechanisms to keep volunteers informed and motivated. Attends Major Gifts Committee meetings as needed. (25%)
- Develops and implements an annual business plan and budget for inclusion in the overall development plan to ensure successful cultivation and solicitation of KQED's most significant donors Together with Sr. Director for Leadership Gifts identifies a budget goal based on portfolio members' past giving and behavior utilizing information such as last gift, largest gift, gifts to special projects and new solicitation vehicles. Develops and maintains donor benefits to enhance recognition, renewal and retention of Producer's Circle donors. (15%)

- In consultation with the Senior Director of Leadership Gifts creates and supervises implementation of small targeted events for assigned prospects and donors. This may include a series of "behind the scenes" events or other format that will motivate, engage and educate prospects and donors. (10%)
- Manage one or two production projects at a time as assigned. Specifically, maintain content (Exec. Summary, sample proposals, video tape, etc.); maintain prospect and funding report; and, "be the expert" for fellow development staff. (10%)

**Other Job Functions:**

- Performs other duties as assigned by the Sr. Director for Leadership Gifts (5%)

**Knowledge/Experience Required:**

- Bachelor's Degree preferred.
- Five to seven years fundraising experience required with three to five years of experience in major gift fund raising.
- Demonstrated experience and ability to be successful in face-to-face solicitation.
- Experience in personal solicitation of gifts of \$10,000 and above.
- Ability to develop and implement cultivation and solicitation strategies for Major Gifts from individuals, as well as the ability to establish measurable goals and objectives to achieve them.
- Strong oral, written, presentation and organizational skills.
- Ability to work effectively with volunteers.
- Ability to work independently and as part of a group/team.
- Willingness and ability to travel throughout Northern California.
- Excellent computer skills, such as Word, databases, and internet.
- Valid CA drivers license and car for making visits

**Tracking:**

Added to system: 5/8/14 12:23 PM

ID: 244

Last updated: 8/6/14 4:10 PM



## Preview Job

*Job posting has been saved*

### Director of Individual Major Gift

KQED, Inc. | San Francisco CA 94110 USA | Full Time | Posted: 05/09/2014

#### Job Description

## Director Individual Major Giving San Francisco

KQED is a leader in public broadcasting with award winning quality content on Radio, Television and the web. We are seeking a motivated, committed major gifts fundraiser looking to take on new responsibilities in their career. This opportunity provides a chance to support programs and services that are inspiring, educational and entertaining. The position is KQED's Director of Individual Major Gifts for the San Francisco region. In this role you will utilize your skills in prospecting for new major donors as well as cultivation and solicitation of existing major donors. Working independently and with key staff, board members and volunteers you will maintain a personal portfolio of about 150 individual donors who provide KQED major support. Your proven track record in major gifts fundraising will be of key importance in this position as you achieve your goals and help KQED to expand its impact. Candidates must have experience working an assigned territory that will require travel to various bay area locations. If you are interested in this opportunity and feel that you have what it takes to advance the San Francisco region major gifts fundraising for KQED, visit us on line at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs) for additional information and to apply.

#### Job Details

Location	San Francisco, CA, 94110, United States
Categories	Foundation/Grant-making/Philanthropy/Volunteerism
Function	Development/Fundraising

#### Location Map



### Contact Information

**Contact Name** Adrienne Cabanatuan  
**How to apply** Employer provided a link where your application will be accepted. Click on the link below and follow instructions.  
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**Primary Phone** 415.553.2307  
**Primary Fax** 415.553.2183

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## Requisition: Lead User Experience Designer/Developer

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: 7/29/14	Reason for Opening: <b>Resignation</b>
Job Code: 258	Replacement for: <b>Phil Cho</b>
Title: <b>Lead User Experience Designer/Developer</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>1/30/15</b>
Status: <b>Filled</b>	Filled By: <b>Jason Herring</b>
# of openings: 1	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Reports To:** Executive Director

**Department:** Interactive

**Division:** Interactive & Education

**Position Summary:**

The Lead User Experience Designer/Developer oversees the visual consistency, usability and maintainability of various KQED online properties spanning websites, mobile and applications. This position also produces the front-end coding (Javascript, AJAX, HTML5, CSS) vital to the maintenance and evolution of KQED content on desktops to living rooms and mobile devices. The position is responsible for driving modern interfaces along with writing clean, well-formed code utilizing web standards.

The ideal candidate will have a keen eye for detail, user flow, and visual design, and will have been responsible for the front-end execution of medium-to-large scale, template-based, CMS-driven websites. The Lead User Experience Developer/Designer will work in close coordination with the site's producers, product stakeholders, and software engineers, and will on occasion be called upon to conceive, design, and develop new sites and front-end features either themselves or through supervising freelance and third-party vendors.

KQED Interactive serves a growing amount of programs, platforms and services. The Lead User Experience Designer/Developer ensures each design project is in alignment with KQED Interactive's general design strategy and KQED's branding styles.

**Essential Functions:**

1. Promote and enforce visual consistency, usability and maintainability across various KQED Interactive properties including KQED.org, blogs, mobile apps and web apps.
2. Integrate and enforce KQED's corporate branding styles across KQED Interactive properties.
3. Act as primary point of contact for design-related requests, determine plan in consultation with stakeholders and engineering, and coordinate implementation.
4. Exercise authority to approve or decline design requests, as needed, to maintain alignment with KQED Interactive's overall design strategy.
5. Manage freelance designers by acting as their primary point of contact and managing allotted budget.
6. Guide visual and UI strategy for site relaunches and new product launches.
7. Keep abreast of design trends, UI techniques and technologies and provide proposals and documentation for innovations and features.
8. Create and maintain HTML5 markup and CSS/SCSS styles.
9. Create and maintain some UI-related JavaScript/jQuery scripts.
10. Determine user interaction and flow.
11. Create wireframes, prototypes, mock-ups.
12. Performs other essential duties as assigned.

**Knowledge/Experience Required:**

1. Minimum five years experience designing and coding dynamic websites using clean markup, robust CSS, and progressive enhancement and/or graceful degradation across clients.
2. Keen user interface/experience sensibility; able to clearly communicate design/feature ideas to a designer or developer, or to execute on their own.
3. Minimum two years experience leading online graphic design projects and teams.
4. Minimum seven years experience with one or more web templating languages, e.g. JSP, Mustache.
5. Minimum four years experience with client-side Javascript, including fluency with JQuery.
6. Familiarity with common data interchange formats and protocols: JSON, REST, AJAX, XML.
7. Minimum five years experience with content management (CMS) software and blogging software. WordPress experience a big plus.
8. Experience evaluating and developing with free and/or open-source technologies.
9. Experience developing user experiences for mobile web and native platforms.
10. Excellent attention to detail; strong analytical, diagnostic, problem-solving, debugging and optimization skills.



11. Able to interact and communicate diplomatically with other team members, multiple internal departments, and management.
12. Ability to work under deadline pressures.

**Knowledge/Experience Desired**

1. Bachelor's Degree preferred.
2. Desirable design skills include video/audio interfaces and HTML5.
3. Experience with OAuth, Facebook Connect, and/or OpenID authentication.
4. Some experience with backend programming languages -- Java, Ruby, Python, etc.
5. Familiarity with or interest in public broadcasting a plus.
6. Experience working in a demographically diverse news environment desired.

**Tracking:**

Added to system: 7/29/14 2:00 PM

ID: 258

Last updated: 3/2/15 12:33 PM



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[Back to Previous Page](#)Back to [Home](#) > [Employers](#) > Sales Receipt

## Sales Receipt

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**Date:** 8/7/2014Ms. Adrienne Cabanatuan  
2601 Mariposa St  
San Francisco, CA 94110 USA**Re:** 1- Online Classified Advertisement: www.mediabistro.com**Job ID Number:** 169803**Posted by:** Adrienne Cabanatuan on 8/7/2014**Company:** KQED**Job Title:** Lead User Experience Designer/ Developer**Job requirements/qualifications:**

Minimum five years experience designing and coding dynamic websites using clean markup, robust CSS, and progressive enhancement and/or graceful degradation across clients. Keen user interface/experience sensibility; able to clearly communi...

**Comment:** (Em. ID:14424)

<b>Sold To:</b>	Ms. Adrienne Cabanatuan 2601 Mariposa St San Francisco, CA 94110 USA
<b>Name on Card:</b>	Joanne Carder
<b>Card:</b>	*****083 (American Express) Exp 05/18
<b>Charged On:</b>	8/7/2014 6:23:43 PM
<b>Transaction ID:</b>	VTYCC22F62EB
<b>Authorization Code:</b>	101925
<b>Price:</b>	\$279

**Total: \$279****Thank you for posting on mediabistro.com!**  
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## Requisition: Technical Project Manager

### Requisition Owner(s):

Requisition Owners: Jue, Debbie

### Requisition Information:

Opened Date: <b>6/27/14</b>	Reason for Opening: <b>New Position</b>
Job Code: <b>247</b>	Replacement for:
Title: <b>Technical Project Manager</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>8/18/14</b>
Status: <b>Filled</b>	Filled By: <b>Margot Brennan</b>
# of openings: <b>0</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1] Cabanatuan, Adrienne**

Offer Approvers: **[1] Cabanatuan, Adrienne**

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:  
 Department: Media Technology  
 Division: Eng & Tech

**Position Summary:**

KQED is looking for an experienced Technical Project Manager to coordinate its web software development efforts. This position has primary responsibility for managing the resources of the development team to meet milestones and deadlines for all content and infrastructure projects. Building and maintaining effective task management systems and providing clear and consistent communication to project stakeholders will be essential job functions. In addition, management of internal staff and outside contractors will be required.

- Lead regular status/scope/scheduling/scrum meetings and maintain related documentation.
- Keep all parties informed of timelines, scope, milestones and critical path.
- Estimate risk and resources needed to achieve project goals.
- Assist product owners with assessing development efforts required for new initiatives and provide cost and schedule estimates to aid decision-making
- Propose policies and best practices. Contribute to knowledge sharing throughout department.
- Manage staff and outside contractors
  
- Contribute to strategic long-term planning for infrastructure and content
- Consult with Operations staff on process improvements for bug reporting and coordinating maintenance needs
- Assist department management with budgeting and financial forecasting
- Other duties to be assigned

**Knowledge/Experience Required:**

- 5+ years of technical project management experience
- Expertise in managing software development teams
- Excellent interpersonal communication and presentation skills
- Proven ability to clearly communicate deliverables, timelines, budgets, risks, milestones and the critical path of multiple projects using wikis, charts and other tools for developers, managers and other stakeholders
- Ability to assess and communicate the implications of proposed resource and scope changes and related policies, procedures, standard and best practices
- Expertise with MS Project or equivalent Windows, Mac, Linux or Unix PM software
- Experience working with web software developers using collaborative tools such as Basecamp, Greenhopper, Pivotal, JIRA
- Experience developing comprehensive requirements analyses, product and project specifications
- Ability to develop meeting agendas and keep meetings focused and on-topic

**Knowledge/Experience Desired**

- Experience with Internet payment systems
- Experience with Internet multimedia delivery
- JAVA, WordPress, PHP, Python, HTML5, JIRA, Basecamp, Greenhopper, Pivotal

**Tracking:**

Added to system: **6/27/14 3:27 PM**

ID: **247**

Last updated: **8/19/14 1:51 PM**

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## Adrienne Cabanatuan

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**From:** LinkedIn Jobs [jobs-listings@linkedin.com]  
**Sent:** Wednesday, January 22, 2014 12:23 PM  
**To:** Adrienne Cabanatuan  
**Subject:** Posting confirmation for Technical Project Manager at KQED



Thank you for posting or renewing a job on LinkedIn  
Now that your job is live, here are some things you can do to jump start your search:

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- [Share this job](#) with your network, in groups and on Twitter
- [Search for candidates](#) with relevant experience

---

### Job Summary

**[Technical Project Manager](#)**  
KQED - San Francisco Bay Area

Posted by: Adrienne Cabanatuan (ACabanatuan@kqed.org)  
Posted on: January 22, 2014  
Expires: February 21, 2014

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### Requisition: Executive Producer

**Requisition Owner(s):**

Requisition Owners: Cabanatuan, Adrienne

**Requisition Information:**

Opened Date: 7/1/14	Reason for Opening: <b>Resignation</b>
Job Code: 248	Replacement for: <b>Joanne Elgart Jennings</b>
Title: <b>Executive Producer</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b>	Filled date: <b>11/10/14</b>
Status: <b>Filled</b>	Filled By: <b>Mia Zuckerkandel</b>
# of openings: 1	Start Date: <b>1/12/15</b>
Budget Status:	

**Approvals:**

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description:

**Position Title:** Executive Producer

**Department:** News

**Division:** News

**Reports To:** Executive Editor, News

**Position Summary:**

The Executive Producer generally manages all aspects of specific local KQED television productions or multi-platform projects from initiating research and development, to supporting fundraising, promotion and outreach, to managing all phases of production and post-production, with a primary focus on news and current affairs content. This position supervises two current affairs producers, a host and a senior correspondent. The Executive Producer collaborates with other managers and leads teams across KQED departments such as Radio, Interactive, Arts, Science, Education, Marketing, and Development, as well as manages external production and community partnerships. This position develops and manages national productions and co-productions where necessary.

**Position Accountabilities:**

- Responsible for the production of news and public affairs content, which includes the production of the weekly series *KQED Newsroom*.
- Initiates and develops projects by enterprising new ideas or evaluating new proposals and potential production partnerships, both internal to KQED and with outside partners.
- Coordinates project related activities with other departments (Interactive, Education, Radio, Creative Services, Communications, Marketing, Arts, Science and Program Sales & Station Relations).
- Creates/manages budgets in collaboration with the Director of Television Production.
- Develops and implements production plans and schedules on assigned series in collaboration with the Director of Television Production and TV Engineering/Operations
- Supervises two regular current affairs producers, host, senior correspondent, freelance producers and assigned project staff.
- Hires project staff where necessary, negotiates deal points and enforces production contracts (i.e. music composition, set design and construction, production support, etc.)
- Provide video storytelling and production guidance and support to producers and editors in other departments (Arts, Science, Bay Area Life, Education) and on other platforms (Radio and Online). Provide expertise and maintain collaborative relationships designed to facilitate experimentation and learning, with the goal of encouraging and enhancing KQED's digital video service.
- Supports fundraising efforts by providing project materials (project descriptions, production budgets, etc) to marketing and development and participates in and/or presents at donor events.
- Assists in the development of News department goals pursuant to KQED overall strategic plan at the direction of the Executive Editor, News
- Represents KQED at community events.
- Performs other essential duties as assigned.

**Position Qualifications:**

- Journalism background and experience essential
- Work with content created and distributed across multiple platforms preferred
- Experience with multi-media (video, audio, text, mobile) production preferred
- Experience developing enterprise projects and managing co-production partnerships preferred
- Experience in implementing and conforming to rules and regulations specified in guild/union production contracts.
- At least 5-7 years experience as an Executive Producer or Producer nationally or in a Top 20 market.
- At least five years demonstrated experience supervising and providing strong leadership to a production team.



- Proven track record in enterprising new ideas, setting goals, production budgets, plans and schedules, and transforming them into successful projects.
- Deep understanding of editorial principles and sound editorial judgment.
- Experience in studio and field production on the local and national level, including management of legal contracts, finances and all phases of production.
- Ability to oversee multiple projects simultaneously and collaborate effectively.
- Strong communication skills a must.

**Tracking:**

Added to system: 7/1/14 9:44 AM

ID: 248

Last updated: 7/8/15 3:13 PM



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## Executive Producer

KQED

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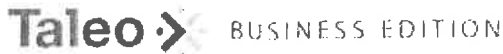
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# Requisition: Operating Technician

## Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

## Requisition Information:

Opened Date: <b>10/13/14</b>	Reason for Opening:
Job Code: <b>309</b>	Replacement for:
Title: <b>Operating Technician</b>	Employment duration: <b>Part time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(3) Technicians</b>	Filled date: <b>1/5/15</b>
Status: <b>Filled</b>	Filled By: <b>Jim Bennett</b>
# of openings: <b>0</b>	Start Date:
Budget Status:	

## Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

## Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

## Requisition Posters:

Posted To: Not currently posted.

## Agencies:

Agencies:

## Description

Description:

**Department:** Technical Operations

**Division:** KQED Public Radio

Covered by NABET Union

## Position Summary:

KQED Public Radio is the most listened to public radio station in the nation. Approximately 25 percent of its broadcast schedule is comprised of news and public affairs produced by KQED at its headquarters in San Francisco and from news bureaus around the state.

The KQED Public Radio Operating Technician is responsible for executing consistently high quality audio production in studio and remote recording environments. These productions may be live programming events, studio-based for later broadcast or recordings from remote locations.

- Operates digital audio production equipment for audio productions.
- Produces audio field recordings, studio recording, post productions and live broadcasts.
- Has a working knowledge of broadcast production, recording techniques, microphone selection and application.
- Extensive experience with digital audio editing systems.
- Knowledgeable in operating signal processing equipment.
- Mixes program and other audio content for local and/or network transmission including live call-in programs.
- Operates equipment for transmitting and receiving materials via satellite and digital technologies.

## Knowledge/Experience Required:

- 5+ years of experience in broadcast production and operations.
- Knowledge of and ability to produce with public radio audio standards.
- Working knowledge of broadcast news operations.
- Ability to record, edit and mix voice and music.
- Ability to move audio/production equipment to remote locations.
- Ability to evaluate content/quality and act decisively with sound judgment.
- Detail-oriented with excellent coordination and planning skills.
- Ability to prioritize and work under pressure.
- Experience in working in a team culture. Ability to diplomatically communicate with editorial and technical staff, talent and commercial clients.

### Tracking:

Added to system: 10/13/14 2:06 PM

ID: 309

Last updated: 9/22/16 2:41 PM



SF bay area craigslist > san francisco > jobs > tv/film/video/radio > create posting

[ logged in as [djue@kqed.org](mailto:djue@kqed.org) ] [ logout ]

Your posting will expire from the site in 30 days.

[ no profile selected ]

**Description**

**Price**

Operating Technician

SF bay area > city of san francisco > potrero hill > tv/film/video/radio \$75.00 USD

**Total amount charged: \$75.00 USD**

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**Operating Technician (potrero hill)**

Are you interested in working in an award winning public media company? KQED Inc. is recognized for creating radio, TV and online content and seeking an Operating Technician. In this role, you are responsible for the broadcast scheduling that is comprised of news and public affairs produced by KQED. The Operating Technician is responsible for executing consistently high quality audio production in the studio and remote recording environments. The ideal candidate will have 5 years + of experience in broadcast production and operations, have the ability to work well in a team environment, excellent oral and written communication skills and the ability to evaluate content quality and act decisively with sound judgment. This is a part time position working 20hours per week and will include benefits.

compensation: negotiable

non-profit organization

If this sounds like the position for you, please apply at <http://www.kqed.org/about/jobs>

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
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## Requisition: Financial Services Manager

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: <b>8/19/14</b>	Reason for Opening: <b>Resignation</b>
Job Code: <b>282</b>	Replacement for: <b>Eric Cho</b>
Title: <b>Financial Services Manager</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(1.2) First/Mid Level Officials &amp; Managers</b>	Filled date: <b>12/15/14</b>
Status: <b>Filled</b>	Filled By: <b>Jessica Haggerty</b>
# of openings: <b>1</b>	Start Date:
Budget Status: <b>Budgeted</b>	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- Decrement Number of openings by 1
- Change Status of Non-Hired Candidates on 0 openings
- Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Reports To:** Director, Financial Services

**Department:** Financial Services Group

**Division:** General & Administrative

## Position Summary:

The purpose of this financial position is to provide full service financial management support to all managers and staff of a portfolio of departments and projects. The FSG Manager is responsible for monitoring the financial management of all resources utilized by each department and project including the management of all budgets and forecasts to ensure that decisions made within the company are based upon the most current and accurate financial information available. The FSG Manager is a member of the management team for their respective customers and shall be integrated within the operations in such a way as to ensure material changes within operations are properly reflected within all forecasts in a timely manner. The FSG Manager will contribute to the decision making process by keeping responsible line managers informed of their budget status and advising on the impact of potential alternatives. The FSG Manager shall ensure that GAAP accounting standards are maintained in SAP on a consistent basis with accounting and that the procurement guidelines are adhered to.

## Essential Functions:

- Provide overall fiscal management services to department and project heads, as well as independent producers and contractors as necessary.
- Develop annual budget and monthly forecast in conjunction with responsible managers.
- Prepare grant budget proposals in conjunction with the appropriate department and project managers. Ensure compliance with grant contracts, government contracts, and local, state and federal requirements as needed. Report regularly to appropriate staff on the financial expenditure of all grants. Prepare final grant budget reports and ensure that all financial grant-reporting is accurate, complete and submitted on time. Provide all proposals and final reports to the Controller, for review and approval in advance of submission to funders. Serve as the financial liaison for the development and fundraising divisions for the corresponding content division. (Education/Communication depts)
- Procurement control – In compliance with procurement guidelines, Ensure all contracts are approved by Legal in conformance with established policies. Prior to issuing a purchase order, and in compliance with the procurement guidelines, ensure that the legal department "blue stamps" the contract. Review and understand the terms and financial implications of all contracts.
- Create all Purchase Orders and ensure they are sent to all vendors in a timely manner, including all terms and conditions. Ensure that the invoices comport with the contractual terms and are submitted to responsible manager for formal approval.
- Ensure Forecast is updated within SAP, based on communication with the fundraising department on the revenues and the departments or Dept Head on the expenditures of projects. All material changes relating to timing and/or amounts of revenue/expenses should be updated in SAP on a monthly basis.
- Ensure all financial reporting and forecasting complies with GAAP; work with Accounting department staff to ensure all necessary accruals related to portfolio departments and projects are submitted properly, well documented, and booked in a timely manner each month.
- Provide line managers with monthly analysis of actual spending v. Budget and Forecast (variance analyses) and solicit input for additional material changes to operating plans that need to be reflected in SAP Forecast. Provide monthly summary-level variance analyses to senior financial management in a timely manner.
- At the direction of the Department or Project head, initiate contractual invoices and collectability thereof.
- Ensure monthly forecasts of sales commissions are updated within SAP, where applicable (Marketing only).
- Analyze charge out labor in SAP on a monthly basis to determine if there is enough direct labor (4000's) to cover the costs specifically relating to projects. Discuss the analyses with Departments or Project head and adjust forecast in SAP as appropriate.
- Tracking and administration of the KQED Capital Budget (TV FSG Manager only). Manage and act as a liaison with Finance department Controller and Manager Corporate Reporting.



- Coordinate with HR and Payroll on all hiring and separation activity. Ensure related dollar amounts are properly forecasted within SAP.
- Coordinate with Finance Controllers to ensure that all reports necessary comply with Grant and Underwriting financial reporting requirements, including Federal, State, and local government grants.
- Supervise the Financial Services Associate and work as a team to provide support services to your assigned portfolio of departments/projects.

## Knowledge/Experience Required:

- Must have previous experience with accounting fundamentals & GAAP
- Must have excellent oral and written communication skills with a customer service orientation
- Must have excellent skills in the Microsoft Office Suite including Excel and Word
- Must have strong skills in database packages with the ability and willingness to learn and change as needed
- Excellent interpersonal skills with ability to work under pressure and meet deadlines
- Ability to coordinate information with various departments and divisions.

## Credentials/Education Required

- BA Degree in Finance/Accounting field preferred
- At least 5 years relevant experience in budget/financial management

### Tracking:

Added to system: 8/20/14 4:42 PM

ID: 282

Last updated: 2/3/15 11:19 AM



# Financial Services Manager

KQED - San Francisco Bay Area

Posted less than an hour ago

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## Other Details

### About this job



### Job description

The purpose of this financial position is to provide full service financial management support to all managers and staff of a portfolio of departments and projects. The FSG Manager is responsible for monitoring the financial management of all resources utilized by each department and project including the management of all budgets and forecasts to ensure that decisions made within the company are based upon the most current and accurate financial information available. The FSG Manager is a member of the management team for their respective customers and shall be integrated within the operations in such a way as to ensure material changes within operations are properly reflected within all forecasts in a timely manner. The FSG Manager will contribute to the decision making process by keeping responsible line managers informed of their budget status and advising on the impact of potential alternatives. The FSG Manager shall ensure that GAAP accounting standards are maintained in SAP on a consistent basis with accounting and that the procurement guidelines are adhered to.



### Desired Skills and Experience

- Must have previous experience with accounting fundamentals & GAAP
- Must have excellent oral and written communication skills with a customer service orientation
- Must have excellent skills in the Microsoft Office Suite including Excel and Word
- Must have strong skills in database packages with the ability and willingness to learn and change as needed
- Excellent interpersonal skills with ability to work under pressure and meet deadlines
- Ability to coordinate information with various departments and divisions.

### About this company

Following company

KQED serves the people of Northern California with a community-supported, non-profit alternative to commercial media. Through Public Television, Public Radio, Interactive, and Education, KQED provides citizens with the knowledge they need to make informed decisions; convene community dialogue; bring the arts to everyone; and engage audiences to share their stories.

KQED helps students and teachers thrive in 21st century classrooms, and takes people of all ages on journeys of exploration—exposing them to new people, places and ideas.

KQED celebrates diversity, embraces innovation, values lifelong learning and partners with those who share our passion for public service.

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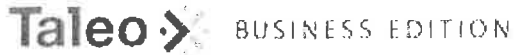
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Manager, Financial Management  
San Francisco Bay Area



Financial Services Supervisor  
San Francisco Bay Area



### Requisition: Interactive Editor and Producer, Visual Arts

**Requisition Owner(s):**

Requisition Owners: Liang, Diana

**Requisition Information:**

Opened Date: 1/9/15	Reason for Opening:
Job Code: 334	Replacement for: <b>Mark Taylor</b>
Title: <b>Interactive Editor and Producer, Visual Arts</b>	Employment duration: <b>Part time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>3/18/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: 1	Start Date:
Budget Status:	

**Approvals:**

Requisition Approvers: [1] Liang, Diana

Offer Approvers: [1] Liang, Diana

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description: **Company: KQED**

**Type: Part-time, staff position**

**Location:** San Francisco

**Unit:** KQED Arts

**POSITION SUMMARY:**

KQED Arts is a community-supported television, radio and digital-media producer with a mission to change lives for the better, promote civic engagement and bring the arts to everyone. We do this by reporting on the people, ideas and emerging trends that define our rich artistic ecosystem and by helping our audience find the best shows and events the Bay Area has to offer.

KQED Arts is seeking an editor/producer/curator to focus on visual arts in the Bay Area. Working part-time, the visual arts editor is responsible for planning and developing online coverage of artists, events and trends, with a focus that ranges from well-known artists to emerging talents. The winning candidate will have an eclectic range of interests and knowledge across the region's diverse visual arts genres. As a curator, he or she will have well-honed instincts and opinions about visual arts that appeal to an audience eager to explore familiar and emerging visual arts genres. The top candidate will also develop and expand a network of sources and correspondents to contribute to KQED's Arts blog, The Do List, and other visual arts minded programming. Familiarity with the local arts scene, shows, and events will be an important success factor of the job.

This is a part-time, staff position in San Francisco with generous health and retirement benefits.

- Plan and assign stories. Serve as in-house authority on visual arts.
- Coordinate editorial assignments with Senior Editor, serving as a daily point of contact and providing quality assurance.
- Keep up with new visual arts releases; find and develop new writers; assign reviews and features; conceive and pitch ideas for new projects.
- Assign, develop and edit original Web stories from KQED staff and from contract talent.
- Follow planning of KQED shows and Arts Desk closely and work with them to develop ideas for on-air stories and for adapting on-air coverage for online.
- Report and write stories and blog posts. Appear on air to discuss visual arts artists, events and trends.
- In the case of assignments to outside talent, manage contract negotiation and processing.
- Edit and produce Web material. Ensure accuracy and quality of writing and conformance with house style. Work with authors, refining and improving drafts or rejecting unsuitable submissions.
- Contribute visual arts story ideas to the KQED Arts video and audio producers.
- Working on deadline and under pressure, rewrite or adapt radio and TV pieces for print.
- Write headlines, teasers and other display copy.
- Produce stories and story elements using our publishing system and other digital tools.
- Identify and edit photos. Create or select audio or video elements.
- Determine needs for rights clearances and permissions for acquired material. Acquire and file permissions and clearances.
- Work with Digital Media team to develop and distribute content to third-party partners.
- Perform other duties as assigned.

**KNOWLEDGE/EXPERIENCE REQUIRED**

- Strong knowledge of Bay Area visual arts culture including history and emerging trends.
- Strong production experience in online visual arts journalism.
- Strong curatorial instincts and comfort making visual arts recommendations.
- Experience attending and covering shows and other visual arts events.
- Experience managing content contributors.
- Experience working with communities that reflect the Bay Area's diversity.
- Experience coordinating and conducting artist interviews.
- At least five years' experience in daily or weekly news (print or Web). Solid, independent news judgment.
- Expertise in daily coverage of arts news. Demonstrated expertise in visual arts.
- Experience working on a Web publication, using a content management system, image editing with PhotoShop, and familiarity with a variety of computer systems and software applications. Ability to adapt to changes in equipment, software and workflow.
- Demonstrated excellence in editing, news writing, copy-editing and headline-writing.
- Experience maintaining high journalistic ethics and standards under deadline pressure, including standards of objectivity, balance and fairness.
- Experience planning coverage and making assignments to writers.
- Experience with intellectual property issues involved in publications generally and Web publications in particular.
- Strong oral communication skills. Demonstrated ability to generate and execute complex creative ideas. Demonstrated ability to assimilate and organize large amounts of information.
- Ability and willingness to work nights and/or weekends. Ability and willingness to work varied shifts.
- Ability to work quickly and efficiently under deadline pressure. Incumbent must be able to edit breaking stories for immediate posting.
- This is a highly collaborative environment. Successful candidates must have a demonstrated ability to work well with others and to remain calm under pressure.

### HOW TO APPLY

To apply, please send:

- A resume.
- A cover letter detailing your strengths as an editor and your experience covering and/or participating in the arts.
- Please do NOT contact KQED employees directly.

### Tracking:

Added to system: 1/9/15 12:34 PM

ID: 334

Last updated: 3/18/15 6:14 PM

## Diana Liang

---

**From:** craigslist - automated message, do not reply <robot@craigslist.org>  
**Sent:** Friday, January 09, 2015 1:58 PM  
**To:** Diana Liang  
**Subject:** craigslist post 4839959738: "Interactive Editor and Producer, Visual Arts"

This email contains:

- 1) information about your transaction
- 2) instructions for how to locate and manage your post
- 3) instructions for contacting craigslist
- 4) terms of use

- 
- 1) information about your transaction

posting ID: 4839959738  
date: 2015-01-09

Item: jobs posting  
Title: Interactive Editor and Producer, Visual Arts  
Location: SF bay area  
Category: tv/film/video/radio  
Price: \$75.00 USD

**Quantity: 1 posting debited against your prepaid block.**

The terms of use are in section 4 below.

---

- 2) how to locate and manage your posts

Your ad can be found here:

<http://sfbay.craigslist.org/sfc/tfr/4839959738.html>

\*\*\* Please keep in mind that it may take up to 30 minutes for your posts to fully appear and be searchable in each appropriate category and area.

To edit, delete, or repost your ad:

[https://post.craigslist.org/u/1JRlkUmY5BGk-N2N\\_-f7NQ/34iau](https://post.craigslist.org/u/1JRlkUmY5BGk-N2N_-f7NQ/34iau)

---

- 3) contact information for craigslist

for customer service issues:

**Requisition: Production Assistant**
**Requisition Owner(s):**

Requisition Owners: Liang, Diana

**Requisition Information:**

Opened Date: <b>10/27/14</b>	Reason for Opening:
Job Code: <b>311</b>	Replacement for:
Title: <b>Production Assistant</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: <b>1/2/15</b>
Status: <b>Filled</b>	Filled By: <b>Nicole Reinert</b>
# of openings: <b>1</b>	Start Date:
Budget Status:	

**Approvals:**

 Requisition Approvers: **[1]** Cabanatuan, Adrienne

 Offer Approvers: **[1]** Cabanatuan, Adrienne

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description:

**Department: TV Productions**
**Division: TV Productions**
**Reports To: Executive Producer, News**
**Status: Covered by NABET Union**

## Position Summary

The Production Assistant is responsible for assisting with production activities for assigned studio and field productions from conception through post production. A primary responsibility will be to support the weekly news and current affairs series, *KQED Newsroom*.

In addition, the Production Assistant assists in ongoing departmental support, such as maintenance of project and production files and other general clerical duties.

## Position Accountabilities

- Assists producers with show research and pre-interviews.
- Logs, screens and transcribes video or audio.
- Requests crews, digitizing/ingest sessions, edit sessions, off-line rooms and production meetings.
- Creates camera file numbers, creates file grids and organizes file inventory for production staff.
- Develops and distributes rundowns and prepares scripts for teleprompter
- Makes talent arrangements
- Secures and maintains required releases, rights and clearances.
- Researches and acquires outside footage.
- Assists producers or directors on studio and remote shoots.
- Oversee editing sessions as needed.
- Maintains production files (e.g. required releases, visual and music cue sheets, final production reports, archival material, inputs production tapes into database and archives in tape libraries, etc.)
- Performs other departmental duties as assigned, including but not limited to; filing production records, stocking office supplies, entering file numbers in the FileMaker tape database, and making copies.

## Position Qualifications:

- 1 year television production experience. Field and studio production experience desired.
- Ability to effectively communicate and diplomatically respond to a variety of individuals, staff, and community contacts, etc.
- Ability to organize production file information in a cohesive manner.
- Ability to research a variety of topics, materials, and individuals from various sources by pre-interviews, accessing and retrieving information from computers, etc.
- Experience with word processing software.
- Microsoft Word preferred. Ability to work under pressure and meet deadlines

## Tracking:

Added to system: 10/27/14 9:10 AM

ID: 311





los angeles craigslist > central LA > jobs > tv/film/video/radio > edit posting

[ logged in as [djuer@kqed.org](#) ] [ [logout](#) ]

Your posting will expire from the site in 30 days.

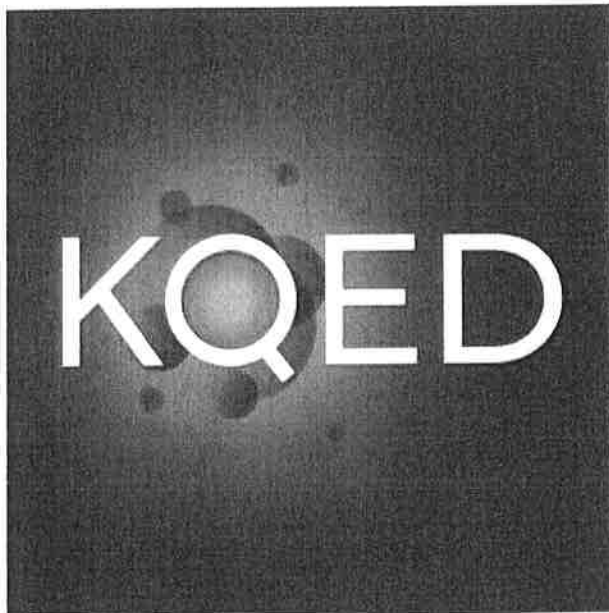
[ no profile selected ]

this is an unpublished draft.

[CL](#) | los angeles > central LA > jobs > tv video radio

reply below Posted: [seconds ago](#)

### Production Assistant (San Francisco)



compensation:

KQED Inc., an award-winning public broadcasting media company, recognized for creating radio, TV and online content is seeking a Production Assistant to join the Television Production Team. The Production Assistant is responsible for assisting production activities for assigned studio and field productions and to support the weekly news and current affair series, KQED Newsroom. The ideal candidate should have one year television production experience, the ability to effectively communicate and respond to a variety of individuals and community contacts, excellent research, writing skills, editing skills, and to be able to work under pressure and meet deadlines.

Competitive rate with great benefits!

Relocation fee is not provided.

For more additional details and to apply: <http://www.kqed.org/about/jobs>

- Principals only. Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers
- OK to highlight this job opening for persons with disabilities

post id: 4746328280 posted: [seconds ago](#) [email to friend](#) [♥ best of](#)

No contact info?

if the poster didn't include a phone number, email, or other contact info, craigslist can notify them via email.

## Requisition: KQED Science Digital Health Editor

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>11/10/14</b>	Reason for Opening: <b>New Position</b>
Job Code: <b>319</b>	Replacement for:
Title: <b>KQED Science Digital Health Editor</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>2/12/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Department: KQED Science**

**Status:** Regular Full-Time

**Position Summary:**

KQED seeks a host/editor to be the voice of KQED's new digital health initiative blog, Future of You. This editor must be able to identify, report, edit and curate relevant and engaging posts and stories about digital health, the future of medical science and technology, consumer health and devices and advances in genetics and personalized biology. Topics will include: identifying news and trends in the growing connected- health space, explaining new regulations and exploring issues of privacy, ethics and access both to emerging technologies as well as to consumer data.

This individual is an excellent editor and writer. She/he will write, commission, curate and edit at least one significant post a day for a new KQED Science blog, and collaborate with other members of the KQED Science team on additional media elements.

The editor will write and edit punchy, accurate posts. The style and voice should be casual but informative, with an eye toward engaging two specific audiences: consumers and caretakers, with an emphasis on wellness as opposed to products and straight tech. Copy and headlines should appeal to both search engines and readers. Also important is the ability to conform to KQED/NPR and AP styles. The editor must have photo editing skills, be visually creative and able to work with the science team at KQED in commissioning photos, videos and graphics.

As editor and host of KQED's Future of You blog, this individual anticipates and responds swiftly to digital and connected health news and trends. The editor also:

- Makes solid, quick editorial, curatorial, and production decisions so that Future of You can publish at least one or more articles a day.
- Conceives, plans and researches ideas for highly original web posts.
- Participates in departmental planning for coverage, with sophisticated ideas about this blog and beat.
- Uses data-driven analysis to inform editorial planning, audience goals and strategic direction; Presents strategies and lessons learned on a regular basis.
- Maintains broad and deep expertise in all aspects of digital health and personalized biology.
- Develops news sources and keeps associated files.
- Works with a minimum of supervision.
- Displays high-quality broadcast, text and multimedia content standards.
- Edits web material to achieve the highest standards of clear and accurate content as well as compelling presentation.
- Offers advice to other platform editors and producers working on Future of You related projects.
- Uses social media, web-based journalism and a broad range of multimedia to engage the audience and help build a community around Future of You blog.
- Edits photos and video and is visually creative.
- Works with the multimedia teams at KQED in commissioning photos, videos and graphics.
- Conducts Twitter chats, Google hangouts and other social media activities to engage the Future of You audience. Contributes to KQED Radio via two-ways with host or reporters, and to KQED television via appearances on KQED Newsroom as well as outside outlets.
- Uses exceptional writing skills in the digital medium, together with a flexible and creative approach to presenting information using a variety of tools.
- Fulfills administrative obligations arising from assignments, such as filing prompt and accurate expense records and program information/summaries; maintaining contact with editors and appropriate producers; keeping editors and appropriate producers informed about assignments.

**Knowledge/Experience Required:**

- At least five years' journalism experience.
- At least two years' experience reporting or editing health/technology/science related news.
- Possesses excellent writing, editing and fact-checking skills
- Demonstrated excellence in reporting and writing for the web and for blogs.
- A solid understanding of the digital health landscape and the intersection of emerging technologies, health and medicine
- Excellent judgment for what makes a good Future of You story
- Proficiency in WordPress and Photoshop
- Experience writing clear and coherent assignments with links, sources, ideas, outlines and word count.
- Understanding of copyright and permission rules and ethics.
- Demonstrated expertise in all aspects of online journalism: news judgment, reporting, writing, editing, photography, web publishing tools and social media.
- Familiarity with KQED on-air and online programming.
- Ability to aggressively set a coverage and style agenda.
- Ability to solicit and edit work from other contributors to the blog.
- Ability to handle multiple and complex projects simultaneously under stringent timeframes and changing priorities/conditions.
- Understanding of social media concepts—including the ability to use social media to further reporting and build networks of influentials—and expertise in blogging best practices.
- Ability to work quickly and efficiently under deadline pressure, including reporting breaking stories.
- Ability and willingness to, occasionally work varied shifts.
- Proven ability to consistently work well with others, demonstrating respect for the diverse constituencies at KQED and within the public broadcasting system.

**Knowledge/Experience Desired**

- Experience covering a variety of beats.
- Broadcast experience.
- Familiarity with Google Analytics metrics to measure performance, find patterns and help define successful strategies

**Credentials/Education Required**

Recommended Bachelor's Degree or higher

**Tracking:**

Added to system: 11/10/14 2:25 PM

ID: 319

Last updated: 2/12/15 12:07 PM

Diana Liang

To: SPJ Job Bank  
Subject: RE: Your receipt

From: SPJ Job Bank [mailto:billing@boxwoodtech.com]  
Sent: Thursday, February 05, 2015 10:11 AM  
To: Diana Liang  
Subject: Your receipt



**Your job has been posted. It will appear online within the next hour.  
Thank you for posting at SPJ Job Bank**

The charge on your Amex statement will appear as "Boxwood Technology, Inc."

**Invoice #:** 2270413  
**Date Posted:** Friday, November 21, 2014  
**Job Package Used:** Single 30-day Online Job Posting Package  
**Job ID:** 6840551  
**Postings Remaining:** 0 of 1  
**Credit Card:** \*\*\*\*\*1083  
**Charge:** \$350.00 USD  
**Appears As:** Boxwood Technology, Inc.

**Invoice Detail (2270413)**

KQED  
Joanne Carder  
2601 Mariposa Street  
San Francisco, CA 94110 USA  
415-553-2306  
dliang@kqed.org

Friday, November 21, 2014  
**Invoice #:** 2270413  
**Aged:** PAID  
**Total:** \$350.00 USD  
**Balance:** \$0.00 USD  
**PO Number:** -

Type	Date	Amount	Description
Invoice	Nov 21, 2014	\$350.00	Single 30-day Online Job Posting Package
Payment	Nov 21, 2014	\$(350.00)	Paid by American Express card ending in 1083

Any credit card charges appear on your statement as "Boxwood Technology, Inc."

**Requisition: Sales Associate****Requisition Owner(s):**

Requisition Owners: Liang, Diana

**Requisition Information:**

Opened Date: 10/27/14	Reason for Opening:
Job Code: 312	Replacement for:
Title: Sales Associate	Employment duration: Full time Regular
Location: KQED - San Francisco	Pay range:
EEO job category: (5) Administrative Support Workers	Filled date: 2/24/15
Status: Filled	Filled By:
# of openings: 1	Start Date:
Budget Status:	

**Approvals:**

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

Description:

**Reports To:** Local Marketing Director/General Sales Manager**Department:** Corporate Support**Division:** Marketing

**Position Summary:**

The Sales Associate is responsible for project management coordination for the Corporate Support sales team including the Director of Corporate Support/General Sales Manager and Director of Marketing & Corporate Events and with all aspects of marketing and fundraising activities including sales support activities, client services, creating leads for AEs, traffic scheduling, back up sales directors and social media coordination. This role also will assume essential administrative duties that support department sales staff members and operations.

In addition, is responsible for identifying, securing and managing corporate funding for challenge grants during pledge, sharing resources and leading projects as assigned to foster department collaboration and develop a team selling environment.

1. Provides project management coordination to the Corporate Support team including sales support, client communication, scheduling of underwriting credits, TV and Radio, interactive banners, and video/audio pre-rolls. Assists with research and data analysis, and acts as liaison with various departments, including Design, Creative Services, Interactive, Membership, Radio and TV Operations.
2. Conducts cold calls and lead generation to AEs.
3. Manages digital deliverables for banner advertising and schedules web and mobile banner placement. Assists with digital deliverables for television underwriting.
4. Coordinates the television underwriting review process and assists with the production of television underwriting credits when needed.
5. Manages the department organization and administrative duties including, industry and market analysis, and overseeing special projects as assigned.
6. Maintains contacts and acts as client liaison as assigned through written correspondence, telephone follow-up, and meeting attendance. This includes providing daily radio on-air times to assigned clients.
7. May at times provide operational and marketing support for Corporate Events. This involves assistance with planning, promotion, and execution of numerous special events throughout the year.
8. Distributes programming information and television copy for recording. Coordinates the production of television credits.



9. Records or duplicates over-the-air underwriting credits for distribution to clients.
10. Responsible for distributing all mail and processing overnight packages. Distributes faxes and confirmations.
11. Performs other essential duties as required.

**Knowledge/Experience Required:**

1. A minimum of two years of experience in a busy office environment working with a variety of individuals.
2. Must be a very organized, detail-oriented person who can work independently and meet deadlines while juggling many tasks.
3. Must be a self-starter with the ability to proactively deal with projects and assignments
4. Ability to communicate diplomatically and cooperatively when responding to KQED funders and staff, and build rapport with colleagues.
5. Ability to compose effective correspondence, reports and other communications.
6. Must have excellent skills in a wide range of computer programs including the Microsoft Office Suite (Excel, Word, Powerpoint), and ideally SalesForce, DoubleClick and WideOrbit.
7. Ability to occasionally travel within an assigned geographical area. California driver's license and good driving record.

**Knowledge/Experience Desired:**

1. College degree preferred.
2. Wide Orbit traffic system and contact database experience preferred.

**Tracking:**

Added to system: 10/27/14 11:08 AM

ID: 312

SF bay area craigslist > san francisco > jobs > admin/office > repost posting

[ logged in as [djue@kqed.org](#) ] [ [logout](#) ]

[ no profile selected ]

Your posting will expire from the site in 30 days.

**Description**

**Price**

Sales Associate

SF bay area > city of san francisco > potrero hill > admin/office \$75.00 USD

**Total amount charged: \$75.00 USD**

**this is an unpublished draft.**

**publish**

edit text

edit map

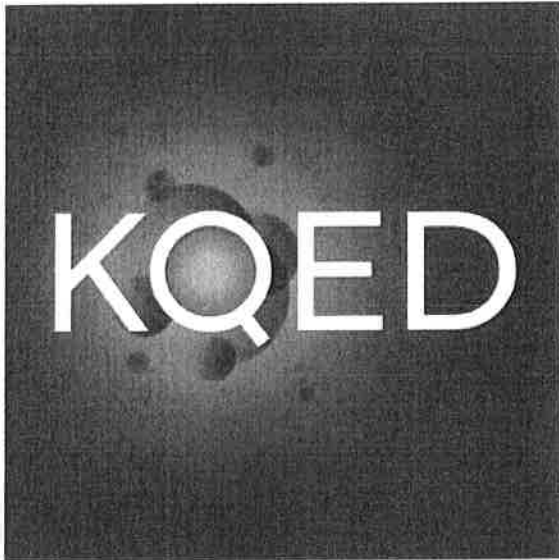
edit images

Cancel Repost

[CL](#) SF bay area > san francisco > jobs > admin/office

reply below Posted: [seconds ago](#)

**Sales Associate (potrero hill)**



2601 Mariposa Street

[\(google map\)](#) [\(yahoo map\)](#)

compensation: **negotiable**

non-profit organization

Are you interested in working in an award winning public media company? KQED Inc. is recognized for creating radio, TV and online content and seeking an individual responsible for project management coordination, fundraising activities, traffic scheduling, back up for sales directors and social media coordination. The ideal candidate will be a detail-oriented person who can work independently and on deadlines, being able to juggle many tasks, compose correspondence, reports and be able to proactively deal with projects and assignments, the candidate will have to occasionally drive within an assigned geographical area.

For more additional details and to apply: <http://www.kqed.org/about/jobs>

## Requisition: Associate, Foundation and Government Support

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: <b>10/29/14</b>	Reason for Opening:
Job Code: <b>314</b>	Replacement for:
Title: <b>Associate, Foundation and Government Support</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: <b>2/12/15</b>
Status: <b>Filled</b>	Filled By:
# of openings: <b>1</b>	Start Date:
Budget Status:	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Department:** Foundation and Government Support  
**Division:** Development

**Position Summary:**

The Associate works closely with the Foundation and Government Support team to help raise funds in support of KQED's general operations, comprised of News, Arts, Science and Bay Area Life programming on radio, television, interactive and education platforms. This position will also assist the team with campaign fundraising and manage select project-specific service contracts (modest to mid-range government and pass-through grants). A valuable member of a core team of four people within a wider division of approximately 20, the Associate contributes to the identification, cultivation, solicitation and stewardship of foundation and government donors; drafts acknowledgement letters, quarterly updates to donors and in-depth prospect research reports; and conducts peer review of draft proposals/reports. KQED has a new Salesforce Customer Relationship Management (CRM) database in place and the Associate will play an important role in helping the department make good use of the system's functionality — configuring and running reports, cleaning data and trouble-shooting. The Associate will also manage the annual Cultural Data Project and coordinate stewardship opportunities while performing key departmental duties that keep the department operating optimally — maintaining central/shared file systems, providing support to the team in creating proposal/report attachments, overseeing the departmental email inbox, assisting with events and other duties as assigned.

1. **FUNDRAISING:** Identify, cultivate, solicit and steward modest to mid-range grants from foundation and government sources to support KQED's general operations, which includes News, Arts, Science and Bay Area Life programming on radio, television, interactive and education platforms. For these grants and service contracts, comply with and meet deadlines for all proposal and report requirements, coordinating with different departments and colleagues as needed. Work with Director on campaign requests and select grants or service contracts. Also work with Project Manager/s on fundraising for niche areas like *Forum* and Silicon Valley. (40%)
2. **DONOR COMMUNICATIONS & PROSPECT RESEARCH:** Draft tailored acknowledgment letters from multiple parties for the department. Collect story ideas, draft and disseminate a quarterly update to foundation and government donors. Conduct in-depth prospect research for the department. (25%)
3. **PEER REVIEW & CRM SUPPORT:** Conduct peer review of draft proposals/reports and otherwise provide assistance and/or help coordinate/collect information for departmental work, including proposal and report attachments. Database administration includes configuring and generating reports from Salesforce CRM, data cleaning and coordination with team leader. (20%)
4. **PROJECT COORDINATION:** Collect, review, analyze and report all information required for KQED's annual Cultural Data Project. Seek out and communicate event/stewardship opportunities for the department, coordinating invitation lists, mailings and RSVPs with the wider Development Division. (7.5%)
5. **OTHER:** Oversee hard/soft/archival file systems. Manage departmental email inbox. Help prepare for and staff (on occasion) events as needed. Participate in departmental, division and other meetings. Additional tasks as assigned. (7.5%)

**Knowledge/Experience Required:**

1. Prior fundraising experience required, preferably with institutional donors.
2. Demonstrated ability to research, access, interpret and synthesize complex information.
3. Excellent writing ability, adhering to high standards and possessing strong attention to detail.
4. Strong interpersonal skills and ability to handle situations with tact and diplomacy. Ability to maintain confidentiality.
5. In addition to strong word processing and spreadsheet skills, CRM/database and spreadsheet proficiency required.
6. Ability to handle multiple tasks simultaneously and with ease, efficiency and strong attention to detail.
7. Work effectively and efficiently under pressure and meet deadlines, independently and as part of a team.

**Knowledge/Experience Desired:**

1. Experience with CRM/fundraising database software preferred, preferably Salesforce.
2. An understanding of public media — its infrastructure, history, current challenges and opportunities — is ideal.
3. Strong familiarity with KQED ideal. Enthusiasm for our work, too!
4. Familiarity with local and/or national private and corporate foundation community desired.

**Tracking:**Added to system: **10/29/14 11:26 AM**ID: **314**Last updated: **2/12/15 11:41 AM**

# Associate, Foundation & Government Support

Job posted by: KQED, Inc.

Posted on: *October 29, 2014*

Status: *Active*: You have 60 days left before this listing expires.

Posting Status: **UNPAID (Pay now)**

## Job description

KQED's Development Division seeks an Associate, Foundation and Government Support. The Associate works closely with the Foundation and Government Support team to help raise funds in support of KQED's general operations, comprised of News, Arts, Science and Bay Area Life programming on radio, television, interactive and education platforms. This position will also assist the team with campaign fundraising and manage select project-specific service contracts (modest to mid-range government and pass-through grants). A valuable member of a core team of four people within a wider division of approximately 20, the Associate contributes to the identification, cultivation, solicitation and stewardship of foundation and government donors; drafts acknowledgement letters, quarterly updates to donors and in-depth prospect research reports; and conducts peer review of draft proposals/reports. KQED has a new Salesforce Customer Relationship Management (CRM) database in place and the Associate will play an important role in helping the department make good use of the system's functionality — configuring and running reports, cleaning data and trouble-shooting. The Associate will also manage the annual Cultural Data Project and coordinate stewardship opportunities while performing key departmental duties that keep the department operating optimally — maintaining central/shared file systems, providing support to the team in creating proposal/report attachments, overseeing the departmental email inbox, assisting with events and other duties as assigned.

For more details and to apply: <http://www.kqed.org/about/jobs>

## How to apply

<http://www.kqed.org/about/jobs>

## Location

2601 Mariposa Street, San Francisco, CA, 94110, US

## Details

### Education requirements

No requirement

### Employment type

Full time

### Professional level

None specified

### Salary details

negotiable

### Benefits

medical, dental, 403(b), vision

### Job function

Administration , Fundraising

### Owner's areas of focus

Community development ,  
Education ,  
Network of nonprofits , Media

## Requisition: Senior Marketing and Research Associate

### Requisition Owner(s):

Requisition Owners: Liang, Diana

### Requisition Information:

Opened Date: 12/11/14	Reason for Opening: <b>Internal Transfer</b>
Job Code: 118	Replacement for: <b>Cecilia Lei</b>
Title: <b>Senior Marketing and Research Associate</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>2/24/15</b>
Status: <b>Filled</b>	Filled By: <b>Cecilia Lei</b>
# of openings: <b>1</b>	Start Date:
Budget Status: <b>Budgeted</b>	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne Status: **Approved**

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Active Hire Controls:

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description: **Position Title:** Senior Marketing and Research Associate

**Reports To:** Corporate Support Sales Team Lead

**Department:** Corporate Support

**Division:** Marketing

#### Position Summary:

Senior Marketing and Research Associate, and will manage the data, creation and distribution of marketing communications sales and research materials; assist with marketing collateral, as well as identifying and creating marketing tools and opportunities to secure corporate funding for KQED. The Senior Marketing and Research



Associate is responsible for overseeing all Nielsen, Arbitron, Scarborough and/or all media data for all KQED stations, TV and Radio to support Corporate Support Sales. In addition, it will be responsible for analyzing the KQED auto donation program and other projects for efficiency and effectiveness.

- Manages the data, writing, design and production of both general and customized sales proposals and marketing communications for Corporate Support staff that aligns Corporate Support sales messaging with KQED's overall identity and branding, designed to garner sponsorship from prospective funders.
- Manages and interprets research from a variety of sources (research software), to be communicated to Corporate Support staff and incorporated into sales materials and research presentations and sales collateral.
- Compiles, analyzes and/or creates information/reports for other KQED departments (such as design, public relations, communications, radio, television and senior management: President, COO and VP of Radio).
- Assist in KQED presentations/productions to increase KQED brand on national level through competitive research and analysis in support of presentation development and success.
- Assist the Communications department in writing, design and production of top-notch marketing and sales communications/proposals for multiple platforms/formats designed to garner corporate support.
- Coordinate research activities with other revenue generating departments, including the Membership, Development, Education Network, and National Underwriting.
- Liaison point person between KQED and media research vendors. Providing maintenance, training and software updates to all audience measurement tools.
- Maintain, update and track trends in all media (Television, Radio, Interactive, Social) measurement research providing updates on changes in audiences, market or potential areas of improvement.
- Performs other essential duties as required

### **Knowledge/Experience Required:**

- Bachelor's Degree preferred in Business, Communications, Marketing or other related field.
- At least two years of marketing research experience, analyzing audience demographics and program ratings. Nielsen, Arbitron, Scarborough/Prime Lingo, Strata, PPM Analysis Tool, PPM Weeklies and Media Audit experience preferred.
- Superior talent at communicating effectively with various audiences. Ability to communicate persuasively and accurately with prospects, staff and senior management, and respond diplomatically to requests.
- Ability to be flexible and work on several projects simultaneously.
- Experience with various software programs such as SalesForce, PowerPoint, Adobe Acrobat, Word, Excel and Outlook



**Knowledge/Experience Desired**

- 4 years of experience supporting a sales team with marketing related data/research in radio, television, online and/or ad agency or other relevant sales/marketing experience.
- Understanding of corporate funding within the public broadcasting environment desired.
- Must possess a strong work ethic – be a self-starter committed to excellence.
- Expertise in copy writing and editing for marketing and sales materials.
- Ability to travel locally for client meetings and possible national research conferences.
- Ability to frequently sit for three to six hours; ability to occasionally walk, stand, bend, squat, climb, kneel, as well as push and pull for up to three hours; ability to occasionally lift and carry 50 lbs up to three hours.

**Tracking:**Added to system: **11/21/12 2:00 PM**ID: **118**Last updated: **2/24/15 11:22 AM**

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# Senior Research and Marketing Associate

KQED - San Francisco Bay Area

Posted 1 day ago



Apply on company website

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## Other Details

### About this job

### Job description

#### Position Summary:

Senior Marketing and Research Associate, and will manage the data, creation and distribution of marketing communications sales and research materials; assist with marketing collateral, as well as identifying and creating marketing tools and opportunities to secure corporate funding for KQED. The Senior Marketing and Research Associate is responsible for overseeing all Nielsen, Arbitron, Scarborough and/or all media data for all KQED stations, TV and Radio to support Corporate Support Sales. In addition, it will be responsible for analyzing the KQED auto donation program and other projects for efficiency and effectiveness.

#### Essential Functions:

- Manages the data, writing, design and production of both general and customized sales proposals and marketing communications for Corporate Support staff that aligns Corporate Support sales messaging with KQED's overall identity and branding, designed to garner sponsorship from prospective funders.
- Manages and interprets research from a variety of sources (research software), to be communicated to Corporate Support staff and incorporated into sales materials and research presentations and sales collateral.
- Compiles, analyzes and/or creates information/reports for other KQED departments (such as design, public relations, communications, radio, television and senior management: President, COO and VP of Radio).
- Assist in KQED presentations/productions to increase KQED brand on national level through competitive research and analysis in support of presentation development and success.
- Assist the Communications department in writing, design and production of top-notch marketing and sales communications/proposals for multiple platforms/formats designed to garner corporate support.
- Coordinate research activities with other revenue generating departments, including the Membership, Development, Education Network, and National Underwriting.
- Liaison point person between KQED and media research vendors. Providing maintenance, training and software updates to all audience measurement tools.
- Maintain, update and track trends in all media (Television, Radio, Interactive, Social) measurement research providing updates on changes in audiences, market or potential areas of improvement.
- Performs other essential duties as required

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San Francisco Bay Area  
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Digital Marketing Associate  
San Francisco Bay Area  
Posted 28 days ago

**Other Job Functions:**

- Performs other essential duties as required

**Knowledge/Experience Required:**

- Bachelor's Degree preferred in Business, Communications, Marketing or other related field.
- At least two years of marketing research experience, analyzing audience demographics and program ratings. Nielsen, Arbitron, Scarborough/Prime Lingo, Strata, PPM Analysis Tool, PPM Weeklies and Media Audit experience preferred.
- Superior talent at communicating effectively with various audiences. Ability to communicate persuasively and accurately with prospects, staff and senior management, and respond diplomatically to requests.
- Ability to be flexible and work on several projects simultaneously.
- Experience with various software programs such as Salesforce, PowerPoint, Adobe Acrobat, Word, Excel and Outlook.

About this company

✓ Following company


Your Northern California NPR and PBS stations, offering a community-supported, non-profit alternative to commercial media.

Through Public Television, Public Radio, Interactive, and Education, KQED provides citizens with the knowledge they need to make informed decisions; convene community dialogue; bring the arts to everyone; and engage audiences to share their stories.


KQED helps students and teachers thrive in 21st century classrooms, and takes people of all ages on journeys of exploration—exposing them to new people, places and ideas.

KQED celebrates diversity, embraces innovation, values lifelong learning and partners with those who share our passion for public service.


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**Requisition: Coordinator, Marketing and Communications**
**Requisition Owner(s):**

Requisition Owners: Cabanatuan, Adrienne

**Requisition Information:**

Opened Date: 8/11/14	Reason for Opening: <b>New Position</b>
Job Code: 273	Replacement for:
Title: <b>Coordinator, Marketing and Communications</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(5) Administrative Support Workers</b>	Filled date: 11/3/14
Status: <b>Filled</b>	Filled By: <b>Anna Quiroz Correia</b>
# of openings: 1	Start Date:
Budget Status: <b>Budgeted</b>	

**Approvals:**

Requisition Approvers: [1] Cabanatuan, Adrienne

Offer Approvers: [1] Cabanatuan, Adrienne

**Active Hire Controls:**

- ✓ Decrement Number of openings by 1
- ✓ Change Status of Non-Hired Candidates on 0 openings
- ✓ Change Status of Posting on 0 openings

**Requisition Posters:**

Posted To: Not currently posted.

**Agencies:**

Agencies:

**Description**

 Description: **Position Title:** Coordinator, Marketing and Communications

**Reports To:** Manager, Marketing and Communications

**Department:** Marketing and Communications **Division:** Marketing and Brand

**Position Summary:**

The Coordinator, Marketing and Communications will assist the marketing and communications department in increasing awareness of and engagement with KQED and its content and services through media relations, advertising, e-marketing, social media and special events.

**Essential functions:**

1. Assists in the execution and coordination of KQED marketing campaigns and promotions for target audiences.
2. Assists in media relations including writing press releases and pitches, and researching media outlets and writers.
3. Creates press archive and monthly press reports. Manages the KQED press room and media lists.
4. Writes and edits program descriptions for KQED properties to be used in print and online.
5. Assists with ad placements and maintains trade and paid advertising campaign documents. Oversees advertising deadlines and deliverables.
6. Works with editorial and production teams to collect and organize information and materials to be used for marketing and promotion.
7. Produces photo galleries for media and institutional use. Conducts photo research for promotions.
8. Assists with organizing community events and maintaining RSVP lists. Provides on-site support at KQED events, interacting with the press and public.
9. Source vendors for promotional items; and prepares and processes purchase orders and invoices.
10. Other duties as assigned.

**Knowledge/Experience Required:**

1. Bachelor's degree;
2. One to two years of experience in the public relations, advertising, marketing, agency, public broadcasting, media or entertainment industry;
3. Strong communication skills, oral and written;
4. Strong organizational skills and attention to detail;
5. Strong research skills, ability to analyze content and audiences;
6. Proficiency in Microsoft Office;

- 7. Ability to multi-task and meet deadlines in a fast-paced environment;
- 8. Energetic self-starter, able to work both independently and within a team; and
- 9. A positive attitude, creativity and a passion for media.

**Tracking:**

Added to system: 8/11/14 4:17 PM

ID: 273

Last updated: 11/5/14 12:22 PM

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### AD PLACED BY

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We will not share this with job candidates.

**Ad Placed By** Ms. Adrienne Cabanatuan

**Email** ACabanatuan@kqed.org

### JOB INFORMATION

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**Job Title** The Coordinator, Marketing & Communications

**Job Duration** Full Time

**Company or Publication Name** KQED

**About Your Company** KQED is for everyone who wants to be more. Our television, radio, digital media and educational services change lives for the better and help individuals and communities achieve their full potential.

KQED serves the people of Northern California with a community-supported alternative to commercial media. We provide citizens with the knowledge they need to make informed decisions; convene community dialogue; bring the arts to everyone; and engage audiences to share their stories. We help students and teachers thrive in 21st century classrooms, and take people of all ages on journeys of exploration exposing them to new people, places and ideas.

We celebrate diversity, embrace innovation, value lifelong learning and partner with those who share our passion for public service.

**Job Requirements or Qualifications**

1. Bachelor's degree;
2. One to two years of experience in the public relations, advertising, marketing, agency, public broadcasting, media or entertainment industry;
3. Strong communication skills, oral and written;
4. Strong organizational skills and attention to detail;
5. Strong research skills, ability to analyze content and audiences;
6. Proficiency in Microsoft Office;
7. Ability to multi-task and meet deadlines in a fast-paced environment;
8. Energetic self-starter, able to work both independently and within a team; and
9. A positive attitude, creativity and a passion for media.

**Salary**

**Benefits** 401K/403B, Dental, Health

**Job Category** Non-profit

**Job Location** San Francisco CA 94110 USA

### EMPLOYER CONTACT INFORMATION

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**Contact Name** Ms. Adrienne Cabanatuan

**Job Application Link** <http://www.kqed.org/about/jobs/> (<http://www.kqed.org/about/jobs/>) (IMPORTANT: Click here to validate link (<http://www.kqed.org/about/jobs/>))

**Special Instructions** For a more detailed description of the position and to apply on line visit us on line at [www.kqed.org/about/jobs](http://www.kqed.org/about/jobs).

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## Requisition: Account Executive/LocalMarketing Director

### Requisition Owner(s):

Requisition Owners: Cabanatuan, Adrienne

### Requisition Information:

Opened Date: 11/19/10	Reason for Opening: <b>Resignation</b>
Job Code: 51	Replacement for: <b>Peter Goodman</b>
Title: <b>Account Executive/LocalMarketing Director</b>	Employment duration: <b>Full time Regular</b>
Location: <b>KQED - San Francisco</b>	Pay range:
EEO job category: <b>(2) Professionals</b>	Filled date: <b>5/2/11</b>
Status: <b>Filled</b>	Filled By: <b>Mark Schuman</b>
# of openings: 1	Start Date:
Budget Status: <b>Budgeted</b>	

### Approvals:

Requisition Approvers: **[1]** Cabanatuan, Adrienne

Offer Approvers: **[1]** Cabanatuan, Adrienne

### Requisition Posters:

Posted To: Not currently posted.

### Agencies:

Agencies:

### Description

Description:

**Position Title:** Account Executive /Local Marketing Director - Sales

**Department:** Corporate Support **Division:** Marketing

**Reports to:** Local Marketing Director, Team Lead

#### Position Summary :

The Account Executive/Local Marketing Director is responsible for identifying, securing and managing corporate funding for multiple NCPB properties and projects. In addition, the Account Executive/Local Marketing Director is responsible for sharing resources and leading



projects as assigned to foster department collaboration and develop a team selling environment.

### **Essential Functions:**

1. Meets an annual assigned underwriting goal by garnering funding for television and radio programming, interactive initiatives, business partners, print, special events and other projects.
2. Actively cultivates new business by identifying new targeted prospects and continually generates new prospects.
3. Manages the relationship with existing and prospective corporate sponsors; maintains contact by scheduling personal appointments, conferences, telephone calls and sending written correspondence.
4. Enters and maintains all clients/agencies/orders in the Wide Orbit traffic system; enters new clients/agencies, orders, makes changes/edits to orders and is responsible for managing all pre-empts, make good and/or credits. This role is also responsible for generating and sending past due invoices to clients if needed.
5. Responsible for managing outstanding monies owed. Monthly aging reports will be reviewed and maintained to ensure KQED/NCPB cash receipts are paid in a timely manner. Ensures that outstanding balances are kept to a minimum and does not exceed 120 days outstanding.
6. Responsible for entering/creating/updating contacts into ACT database. All notes/activity and sales activity is entered in ACT. In addition, is responsible for entering and updating weekly adjustments to pending close activity. Weekly pending reports will be pulled for all activity. Responsible for accurate and up to date weekly pending information. In the occurrence that KQED transitions to new CRM/database, Account Executives/Local Marketing Directors are responsible for maintaining and updating all activity in the CRM.
7. Responsible for managing TV Production process as needed. Coordinates gathering of copy/materials, manages timing for production, approval of materials and ensures smooth coordinator with traffic/creative services.
8. Develops proposals for advertising agencies and local companies utilizing quantitative and qualitative research.
9. Renews funding from existing underwriting clients, increasing investment levels annually and extends underwriting into new properties.
10. Collaborates with other department Directors as assigned to develop new business, leveraging each individual's contacts and expertise toward achieving team sales goals.
11. Works with other senior Corporate Support staff to influence the development of targeted collateral materials, research and marketing support services.
12. Other essential duties as required.

## Position Qualifications:

1. Minimum 5 years experience in sales and/or corporate fundraising with demonstrated record of revenue growth, preferably in a major non-profit, media or advertising organization with ability to work independently.
2. Experience with marketing and advertising in a variety of new media, broadcast and print media; preferably a working knowledge of public broadcasting.
3. Experience with statistical marketing research tools, demographics, and media ratings analysis.
4. Ability to develop and understanding of sales strategies and marketing presentations, and persuasively communicate, verbally and in writing, with KQED/KTEH funders and prospects.
5. Ability to diplomatically and persuasively communicate and respond to clients, staff, community, etc.
6. Ability to persuasively write correspondence, proposals, reports, etc.
7. Demonstrated success in new business development.
8. Ability to travel within an assigned geographical area. California driver's license and good driving record.
9. Working knowledge and understanding of corporate funding within the public broadcasting environment very helpful.
10. Some knowledge of PBS, NPR, and FCC rules and regulations concerning corporate fundraising helpful.

**Tracking:**

Added to system: 11/19/10 2:24 PM

ID: 51

Last updated: 5/24/11 12:04 PM

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( page: 1 )

	status	manage	posting title	area and category	posted date	id
Expired	repost		Sales Associate	sfo admin/office	2014-12-01 16:25	4785917403
Expired	repost		Media Services Coordinator	sfo tv/film/video/radio	2014-11-25 16:49	4777959166
Expired	repost		Project Supervisor	sfo tv/film/video/radio	2014-11-25 16:30	4777936948
Expired	repost		Corporate Reporting Assistant	sfo accounting/finance	2014-11-24 16:07	4776375403
Expired	repost		Financial Accounting Manager	sfo accounting/finance	2014-11-24 14:48	4776254124
Expired	repost		Utility Maintenance	sfo skilled trades/artisan	2014-11-18 10:22	4767285053
Expired	repost		Senior Administrator, Traffic Operations	sfo marketing/advertising/pr	2014-11-17 13:49	4766065287
Expired	repost		Project Supervisor	sfo tv/film/video/radio	2014-11-17 11:25	4765796754
Expired	repost		Interactive Producer, The Do List	sfo tv/film/video/radio	2014-11-12 15:43	4758794732
Expired	repost		Facilities Manager for KQED	sfo general labor	2014-11-07 15:11	4751164674
Expired	repost		Sales Associate	sfo admin/office	2014-11-07 09:41	4750586277
Expired	repost		Membership Service Clerk, On-Call	sfo admin/office	2014-11-06 15:56	4749661146
Expired	repost		TV Production Assistant	lax tv/film/video/radio	2014-11-04 13:50	4746328280
Expired	repost		Local Marketing Director	sfo marketing/advertising/pr	2014-10-29 13:30	4737547347
Expired	repost		Sales Associate	sfo admin/office	2014-10-29 11:51	4737372902
Expired	repost		Associate, Foundation & Govt. Support	sfo admin/office	2014-10-29 11:34	4737341280
Expired	repost		Production Assistant	sfo tv/film/video/radio	2014-10-27 16:00	4734571348
Expired	repost		Reporter, Politics & Government Desk	sac tv/film/video/radio	2014-10-23 16:00	4728801453
Deleted	repost		Reporter, Politics & Government Desk	sfo tv/film/video/radio	2014-10-22 11:47	4726825460
Expired	repost		Operating Technician	sfo tv/film/video/radio	2014-10-17 13:44	4719395824
Expired	repost		TV Temporary Master Control/Ingest Operator	sfo architect/engineer/cad	2014-10-02 14:30	4696510717
Expired	repost		Audio Reporter, KQED Arts	sfo writing/editing	2014-10-01 13:09	4694787718
Expired	repost		Gift Planning Associate	sfo admin/office	2014-10-01 12:57	4694765905
Expired	repost		Interactive Editor and Producer, Music	sfo art/media/design	2014-09-30 14:23	4693292322
Expired	repost		KQED Arts Multimedia Producer	sfo tv/film/video/radio	2014-09-23 13:21	4682245984
Expired	repost		Producer, Forum	sfo tv/film/video/radio	2014-09-23 10:42	4681939596
Expired	repost		Senior Administrator, Traffic Operations	sfo marketing/advertising/pr	2014-09-19 15:38	4676304339
Expired	repost		Utility Maintenance	sfo skilled trades/artisan	2014-09-11 09:57	4663116171
Expired	repost		Development Associate	sfo admin/office	2014-09-08 14:58	4658770877
Expired	repost		Financial Services Manager	sfo accounting/finance	2014-08-20 16:29	4629208537
Expired	repost		Accountants Receivable Accountant	sfo accounting/finance	2014-08-14 15:00	4619505231
Expired	repost		Gift Planning Associate	sfo admin/office	2014-08-14 14:02	4619410914
Expired	repost		The Coordinator, Communication & Marketing	sfo admin/office	2014-08-12 11:48	4615831147
Expired	repost		Lead User Experience Designer/Developer	sfo systems/networking	2014-08-07 14:11	4608181937
Expired	repost		Accounts Receivable Accountant	sfo accounting/finance	2014-08-04 13:52	4603074627
Expired	repost		Facilities Manager for KQED	sfo general labor	2014-07-11 15:20	4564510530
Expired	repost		Accountants Receivable Accountant	sfo accounting/finance	2014-07-11 13:36	4564341831
Expired	repost		Technical Project Manager	sfo technical support	2014-06-27 16:43	4542478043