

# Development Associate

**Department:** Development

**Classification:** Non-Exempt

**Reports to:** Events Manager

## **Summary of Position:**

This position supports the Events Manager in a wide variety of duties and responsibilities that are related to the planning and execution of CET's primary fund raising events— the multi-day *Action Auction* and a one night celebration/gala. The required tasks are those related to data management, oversight of event volunteers and handling the day-to-day details required to deliver a successful event. This position operates at a rapid pace. Clear communication, multitasking, critical thinking and advanced organizational skills are necessary for this position. The ideal candidate will be detail-oriented and be able to work effectively with others in a small office environment. May occasionally be required to work outside the core work hours to support events and meetings. This position includes a potential for growth within the Events Office.

## **Primary Duties:**

- Work with Events Manager and Volunteers to be the primary data manager for CET fundraising events
- Assist Events Manager in organization and coordination of fundraising events
- Responsible for contacting a select list of major donors and sponsors to secure their participation in CET's fundraising events
- Collaborate with Events Manager, CET Staff and Volunteers on *Action Auction* procedures
- Produce weekly reports with data extracted from donor database
- Work cooperatively with volunteers to assure that their experience at CET is pleasant, positive and productive
- Monitor and order office supplies for the Events Office
- Setup meeting room with refreshments for monthly committee meetings
- Create and /or organize meeting materials for each committee meeting attendee
- Create meeting minutes for committee meetings and distribute to committee members
- Cover the receptionist position during lunch at least once a week
- Work to further the mission and goals of the organization
- Collaborate, as needed, with Development Associate located in Dayton on *Action Auction* details
- Support telemarketer working at CET in support of the *Action Auction*
- Support, as needed, other CET events

## **Requirements:**

- A minimum of 3-5 years in a development position or nonprofit setting
- Work independently with minimal supervision
- Flexibility in hours of work as needed
- Ability to lift items up to 25 lbs.
- Ability to work independently with minimal supervision

**Needed Skills:**

- Superior organizational skills and ability to multi-task
- Proven ability to prioritize conflicting needs and address matters proactively and diplomatically
- Exceptional attention to detail
- Strong written and oral communication skills
- Ability to work, as a team, with volunteers
- Strong customer-service skills
- Computer skills – must be highly skilled in the use of Microsoft Office Suite: Word, Excel, Outlook, Publisher and Power Point

**Elyssa Steffenson**

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**From:** noreply@airtable.com on behalf of Airtable <noreply@airtable.com>  
**Sent:** Tuesday, January 11, 2022 2:49 PM  
**To:** Elyssa Steffenson  
**Subject:** Airtable forms: someone has responded to Web Request Form

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** 3-0 Completed, 0-1 CET



Someone has responded to **Web Request Form**. A record has been added to the **Upcoming Content** table in **Web Requests**.

**Department**

Administrative

**Contact Name**

Shelby Orr

**Date of Submission\_**

1/11/2022

**Due Date - MUST BE SEVEN DAYS OUT**

1/18/2022

**Type**

Page Update

**Site of Request**

CET

**If other, what site?**

Please post job on Facebook

**Cross-Promotion, if applicable**

**Section of Site**

About

**Description of Request**

Please post the Development Associate role to company website and Facebook

**File Location**

Emailed to Kellie

**Page Title**

Development Associate

**Target Keywords**

na

**Audience**

**Summary of Page**

na

**Does this page or update support the mission of Public Media Connect?**

Yes

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## Development Associate

Public Media Connect, the regional public television organization formed by the PBS stations of CET in Cincinnati and Think TV in Dayton has an opening for a Development Associate. The Development Associate position reports to the Director of Major and Planned Giving and is based in Dayton. The duties and requirements of this position are as follows:

**Summary:** The Development Associate will provide administrative support for the major, planned giving and mid-level giving programs, assist in the management and execution of fundraising events and other projects, and other day to day tasks supporting Major and Planned Giving (65%) and Auction (35%). On occasion, will require hours to be worked outside the normal work day.

### **Primary Duties:**

#### **Major Giving /Planned Giving Fundraising & Support**

- Manage the major donor renewal, thank you and acquisition mailings.
- Make weekly phone calls to prospective or current donors to thank and schedule staff visits.
- Manage all major giving monthly gift tracking and reconcile dollars raised with the Finance team.
- Conduct prospect research using online tools and analysis on current/prospective individuals and foundations.
- Assist in the management of a mid-level and major donor program, and planned giving program, which includes assisting with writing and send donor touch point communications, annual recognition events, and tracking and maintaining donor lists.
- Perform a support role on the PMC planned and major giving team, attending meetings, e-mail interaction, calls, etc.
- Manage donor data and mailing list for all major giving and Visionary mailings (working with Receptionist as needed.)
- Create and/or update calendars for due dates of major gifts, projects, and grants.
- Assist with website updates and email messaging as related to donor fund raising.
- Develop and maintain a standard planned giving pipeline report.
- Assist in database annotation for major and planned giving donors and reference.
- Maintain Allegiance software with various donor and sponsor information.

#### **Event Management**

- Assist in the management and execution of community fundraising events in the Dayton region on an annual basis. (some events are off-site)
- Manage all invitation mailing lists, printing invites, and RSVP calls and lists. Produce event nametags.
- Manage event caterer and all event set-up and clean-up needs.
- Work with Art Director and Communications staff for all event graphic needs and promotional opportunities.
- May require evening and/or weekend work as needed for event management.

### **Auction Management**

- Make phone calls to a minimum of 70 potential auction donors each week.
- In conjunction with the CET Auction Office, pick up any donated items that are not sent to ThinkTV or dropped off at ThinkTV. Manage the transportation of the items to CET in Cincinnati.
- Manage buyer pick up of purchased auction items in Dayton. May include evening or weekend.
- Work with the Director of Major and Planned Giving to establish and manage a Dayton Auction Committee that will assist in the solicitation of donated items in the region.
- Continuing research for new potential donors, as time allows.
- Participate in monthly auction committee meetings via teleconference.

### **Development Support**

- Budget oversight: maintaining office supplies and materials for the major and planned giving department at Think TV.

### **Other**

- Perform other duties as may be required from time to time.

### **Preferred Qualities:**

- 3-5 years in an administrative position
- Non-profit development/fundraising experience preferred
- Detail oriented, strong time-management and organizational skills
- Ability to smoothly work with multiple objectives simultaneously
- Skilled in consistently meeting deadlines
- Ability to anticipate problems and quickly solve them
- Strong customer-service skills
- Excellent writing skills

- Database experience preferred
- Flexibility in hours of work as needed
- Ability to work independently with minimal supervision
- Proficiency with Microsoft Office Suite, including Word, and Excel

If interested and qualified, please send your resume to: [hr@thinktv.org](mailto:hr@thinktv.org)



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Public Media Connect  
Owner: hr@thinktv.org

hr@thinktv.org

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### Development Associate

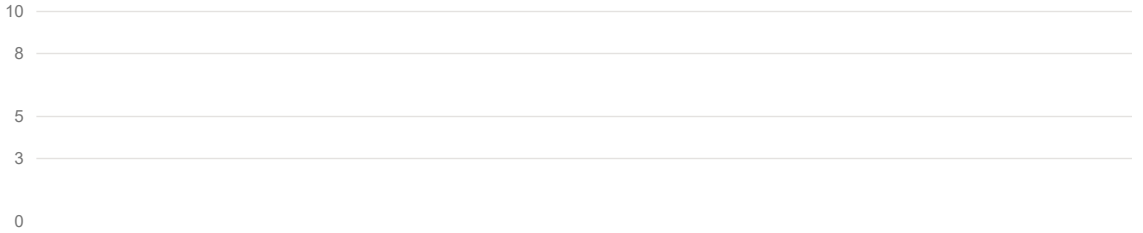
Public Media Connect – Dayton, OH

#### Clicks

■ Your job

#### Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week i

—

|       |        |      |
|-------|--------|------|
| 0     | 0      | 0    |
| Views | Budget | Cost |

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#### Candidates

**Awaiting review**  
**0**

**Total (excluding rejected)**  
**3**

[44 Rejected](#)

#### Job description

Development Associate

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- Ability to anticipate problems and quickly solve them
- Strong customer-service skills
- Excellent writing skills
- Database experience preferred
- Flexibility in hours of work as needed
- Ability to work independently with minimal supervision
- Proficiency with Microsoft Office Suite, including Word, and Excel

Job Type: Full-time

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: Hybrid remote in Dayton, OH 45402

Closed



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### Application Settings

#### Application method

Email

#### Require resume

Yes

#### Application updates

hr@thinktv.org

Also send an individual email update each time someone applies.

#### Candidates contact you (email)

Yes, at email address provided

### Details

**Posted:** October 14, 2022

**Views:** 0

**Applications received:** [47 total](#)

### Budget

**Job budget:** Not sponsored

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**From:** Human Resources <HR@thinktv.org>  
**Sent:** Tuesday, January 11, 2022 2:59 PM  
**To:** ArtswaveJobs  
**Subject:** Development Associate for Public Media Connect  
**Attachments:** Development Associate.docx

**Caution:** This message originated outside of the ArtsWave email system. Use caution before downloading any attachments or clicking on any links.

Hello,

Public Media Connect (ThinkTV and CET) is looking for a Development Associate to join our team at the CET location. I have attached the job description for your review and would greatly appreciate it if the job could be posted on your website. If applicants are interested please have them email; [hr@thinktv.org](mailto:hr@thinktv.org) or call 937-220-1671.

If you have any questions please let me know.

Thank you,  
**Shelby Orr**  
**Human Resource Manager**

**PUBLIC MEDIA CONNECT**



(P.)937-220-1671

# Development Associate

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**Classification:** Non-Exempt

**Reports to:** Events Manager

## **Summary of Position:**

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**Needed Skills:**

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- Exceptional attention to detail
- Strong written and oral communication skills
- Ability to work, as a team, with volunteers
- Strong customer-service skills
- Computer skills – must be highly skilled in the use of Microsoft Office Suite: Word, Excel, Outlook, Publisher and Power Point

## **PROJECT ASSISTANT, OHIO LEARNS 360 (CET)**

The Project Assistant for Ohio Learns 360 (Project Assistant) is a grant-funded position through September 2024, with possible extension. The Project Assistant is responsible for supporting the Project Manager and a statewide team in the implementation of Ohio Learns 360, in conjunction with Ohio's eight PBS stations. The right individual for this position will have a basic understanding of project management, the ability to react quickly to changing conditions, and will display strong communication skills.

### **DEGREE AND REQUIRED SKILLS**

- Minimum of 3-5 years in a project management role
- Bachelor's degree required, preferably in Communications or Education
- Strong overall computer skills, proficient with word processing, spreadsheet and presentation software
- Ability to multi task in a high volume, fast paced work environment with very tight deadlines

### **DESIRABLE QUALIFICATIONS**

- Demonstrated experience working in a position that requires problem solving, project and asset management, and an attention to detail
- Experience in a non-profit or education setting

### **PRINCIPAL DUTIES**

- Liaising with project stakeholders concerning project details and deliverables
- Assisting in the planning and implementation of project deliverables
- Helping to coordinate and manage project tasks and deliverables
- Analyzing data as required
- Conducting administrative duties, such as setting up meetings, ensuring logistical details are met, and maintaining project records
- Tracking and reporting project progress
- Performing other duties assigned by the Project Manager in an orderly and efficient manner

### **ADDITIONAL INFORMATION**

This position will require the ability to work some evenings and weekends and to travel around the region for trainings and partner meetings, as projects warrant. Some statewide travel for partner meetings will be an opportunity.

## Elyssa Steffenson

---

**From:** noreply@airtable.com on behalf of Airtable <noreply@airtable.com>  
**Sent:** Thursday, March 10, 2022 12:43 PM  
**To:** Elyssa Steffenson  
**Subject:** Airtable forms: someone has responded to Web Request Form

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** 3-0 Completed, 0-1 CET, 0-2 TTV



Someone has responded to **Web Request Form**. A record has been added to the **Upcoming Content** table in **Web Requests**.

### **Department**

Administrative

### **Contact Name**

Shelby Orr

### **Date of Submission\_**

3/10/2022

### **Due Date - MUST BE SEVEN DAYS OUT**

3/17/2022

### **Type**

Page Update

### **Site of Request**



Both

**If other, what site?**

**Cross-Promotion, if applicable**

**Section of Site**

About

**Description of Request**

Please post Project Assistant role on company website and post on Facebook please!

**File Location**

Emailed job description to Elyssa

**Page Title**

Project Assistant

**Target Keywords**

na

**Audience**

na

**Summary of Page**

na

**Does this page or update support the mission of Public Media Connect?**

Yes

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## **PROJECT ASSISTANT, OHIO LEARNS 360 (CET)**

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**Public Media Connect is an equal opportunity employer. We are committed to diversity and an inclusive environment for all employees. Inclusion is one of our core values, wherein we respect the broad diversity of our communities and strive to reflect it in our programs, services, board, and staff.**

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Public Media Connect  
Owner: hr@thinktv.org

hr@thinktv.org

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### Project Assistant

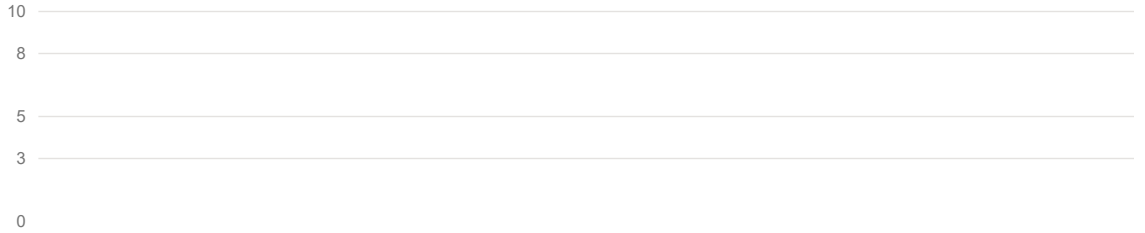
Public Media Connect – Cincinnati, OH

### Clicks

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#### Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week i

—

|       |        |      |
|-------|--------|------|
| 0     | 0      | 0    |
| Views | Budget | Cost |

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### Candidates

**Awaiting review**

**0**

**Total (excluding rejected)**

**2**

[33 Rejected](#)

### Job description

#### PROJECT ASSISTANT, OHIO LEARNS 360 (CET)

The Project Assistant for Ohio Learns 360 (Project Assistant) is a grant-funded position through

September 2024, with possible extension. The Project Assistant is responsible for supporting the Project Manager and a statewide team in the implementation of Ohio Learns 360, in conjunction with Ohio's eight PBS stations. The right individual for this position will have a basic understanding of project management, the ability to react quickly to changing conditions, and will display strong communication skills.

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Job Types: Contract, Full-time

Schedule:

- 8 hour shift

Work Location: In person

Closed 

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**Application Settings**

**Application method**

Email

**Require resume**

Yes

**Application updates**

hr@thinktv.org

Also send an individual email update each time someone applies.

**Candidates contact you (email)**

Yes, at email address provided

**Details**


Posted: March 10, 2022

Views: 0

Applications received: [35 total](#)

**Budget**

Job budget: Not sponsored

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**From:** Shelby Orr <sorr@thinktv.org>  
**Sent:** Thursday, March 10, 2022 2:34 PM  
**To:** ArtswaveJobs  
**Subject:** Project Assistant at Public Media Connect  
**Attachments:** Project Assistant Job Description.pdf

**Caution:** This message originated outside of the ArtsWave email system. Use caution before downloading any attachments or clicking on any links.

Hello!

I have attached a job description for Public Media Connect. This role is for a new role that we have open as a Project Assistant within our Education Department. This role will also be located within our CET station.

All interested applicants can apply by emailing [hr@thinktv.org](mailto:hr@thinktv.org) with a resume.

Thank you!

**Shelby Orr**  
**Human Resource Manager**

**PUBLIC MEDIA CONNECT**



(P.)937-220-1671



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## **EDUCATION AND ENGAGEMENT COORDINATOR (ThinkTV)**

ThinkTV is seeking an Education and Engagement Coordinator to join our team of creative multimedia educators in support of the Ohio Learns 360 summer and afterschool program. This is a grant-funded position through June 2024, with possible extension.

The Education and Engagement Coordinator at ThinkTV is a dynamic, collaborative, life-long learner, experienced in K-5 education and out-of-school time programming. In support of ThinkTV Education Services, the Education and Engagement Coordinator will play a key role in communications and community engagement activities that drive both awareness and utilization of Ohio Learns 360 resources. The Program Coordinator will support ThinkTV's commitment to educational equity, diversity and inclusion.

### **DEGREE AND REQUIRED SKILLS**

- Bachelor's degree in Education, Marketing, Communications or a closely related field.
- At least two years of experience in formal or informal K-12 education.
- Experience in creating digital content and communications for web and social media.
- Ability to work collaboratively on project teams and independently with minimal supervision or direction.

### **DESIRABLE QUALIFICATIONS**

- Experience organizing family and community events.
- Strong writing, editing and proofreading skills.
- Proficiency with Adobe Creative Suite is a plus.
- Fluency in a language other than English is a plus.
- Familiarity with the educational resources of PBS, PBS KIDS and PBS LearningMedia.

### **PRINCIPAL DUTIES**

- Support Ohio Learns 360 learning activities including afterschool camps, educator training, family programming and events.
- Coordinate communications efforts in support of educational projects.
- Cultivate and maintain partnerships with out-of-school programs: educators, libraries, community partners, school districts, and others.
- Collaborate with ThinkTV education, development, production and communication colleagues to maintain a consistent voice and experience for our users across products and content areas.
- Ensure that work products and organizational interactions engage diverse perspectives.
- Assist with other ThinkTV educational initiatives as needed.

- Other duties as assigned.

**ADDITIONAL INFORMATION**

Must be capable of lifting and carrying loads up to 25 lbs. and assisting with event set-ups.

This position will require the ability to work some evenings and weekends with occasional statewide travel.

This position will require occasional travel to and from our CET station in Cincinnati.

If interested please email [hr@thinktv.org](mailto:hr@thinktv.org) with your resume.

**Elyssa Steffenson**

---

**From:** noreply@airtable.com on behalf of Airtable <noreply@airtable.com>  
**Sent:** Monday, August 15, 2022 12:27 PM  
**To:** Elyssa Steffenson  
**Subject:** Airtable forms: someone has responded to Web Request Form

**Follow Up Flag:** Follow up  
**Due By:** Wednesday, August 17, 2022 3:30 PM  
**Flag Status:** Completed

**Categories:** 3-0 Completed, 0-2 TTV



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**Department**  
Administrative

**Contact Name**  
Shelby Orr

**Date of Submission\_**  
8/15/2022

**Due Date - MUST BE SEVEN DAYS OUT**  
8/22/2022

**Type**  
Page Update

**Site of Request**

ThinkTV

**If other, what site?**

If it could be posted on linkedIN and facbook that would be great!

**Cross-Promotion, if applicable**

**Section of Site**

About

**Description of Request**

Please post job description of Education and Engagement Coordinator

**File Location**

emailed to Elyssa

**Page Title**

Education and Engagement Coordinator

**Target Keywords**

n/a

**Audience**

**Summary of Page**

n/a

**Does this page or update support the mission of Public Media Connect?**

Yes

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## Elyssa Steffenson

---

**From:** noreply@airtable.com on behalf of Airtable <noreply@airtable.com>  
**Sent:** Tuesday, October 25, 2022 3:43 PM  
**To:** Elyssa Steffenson  
**Subject:** Airtable forms: someone has responded to Web Request Form

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** 3-0 Completed, 0-2 TTV



Someone has responded to **Web Request Form**. A record has been added to the **Upcoming Content** table in **Web Requests**.

**Department**

Administrative

**Contact Name**

Shelby Orr

**Date of Submission\_**

10/25/2022

**Due Date - MUST BE SEVEN DAYS OUT**

11/1/2022

**Type**

Page Update

**Site of Request**



ThinkTV

**If other, what site?**

**Cross-Promotion, if applicable**

**Section of Site**

About

**Description of Request**

Please post the Education and Engagement Coordinator job description back on the website

**File Location**

Emailed to Elyssa

**Page Title**

Education and Engagement Coordinator

**Target Keywords**

na

**Audience**

**Summary of Page**

na

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Yes

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---

June 3, 2021

Lee Weinel, Chief Operating Officer/Chief Financial Officer  
Public Media Connect  
110 S. Jefferson St.  
Dayton, OH 45402

Re: **Human Resources Consultation Agreement**

Dear Lee:

Thank you for partnering with The Oniru Group (OG) to provide your organization with Human Resources consultative services. Our purpose is to optimize human performance in the workplace for the betterment of the organization and the employees selected to ensure the completion of its mission.

OG is faith-based HR & Leadership Performance Lab. The OG provides small businesses with much needed HR expertise in an outsourced manner. The OG provides large businesses with existential HR strategies to augment their current HR team's effectiveness in their organization. Services include:

- Diversity, Equity and Inclusion Strategy
- Talent Acquisition and Management
- Employee Relations & Performance Mgmt.
- Organizational Development, Learning/Leadership Development and Coaching
- Employee Engagement Strategy
- Compensation and Benefits Consultation
- Resume Writing and Interview Preparation

We believe in you, your vision and your team; and we are confident that we have the expertise and passion for your success needed to make this plan a reality.

Respectfully,

*Keith L. Jenkins*

**Keith L. Jenkins, SHRM-SCP**  
President



**Services Provided and Fee Structure:**

The following are descriptions of on-going HR consultative services that will be provided and the associated fee structure:

1. Provide Talent Acquisition services as directed, which includes sourcing for candidates, posting positions and screening qualified candidates for specified positions.
2. Develop a greater presence in diversity, equity and inclusion for PMC.
3. Develop and implement performance management tools and related processes for PMC leaders and staff.
4. Develop and implement an onboarding experience that is user-friendly and effectively acclimates new hires into the PMC family.
5. Other potential services could include policy administration, benefits administration, employee engagement initiatives and employee relations.

**6. Total Cost = \$xxxxxx/month**

**Terms and Agreement:**

- ❖ Both parties have the option of terminating this agreement with 30 days’ written notice. However, payment for all work performed by will be prorated based on percentage of project work completed and payable within 14 days. Any work completed must be provided to PMC within 14 days of the notice.
- ❖ Elements of this proposal may be amended upon collaboration between, Kitty Lensman, Lee Weinel and Keith L. Jenkins.

**Acceptance:**

Your signature below indicates acceptance of this proposal and entrance into a contractual agreement with The Oniru Group beginning on the signature date below:

**PUBLIC MEDIA CONNECT**

**THE ONIRU GROUP**

Approved by: Lee Weinel

Approved by: Keith L. Jenkins

Signature & Date:

Signature & Date:



THE  
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GROUP™

Human Resources & Leadership Performance Laboratory

## INVOICE - 1106

**BILL TO:**

Lee Weinel, COO/CFO  
Public Media Connect  
110 S. Jefferson St.  
Dayton, OH 45402

**DATE:** 12/22/2021

**TERMS:** Due by 1/6/22

DATE / ACTIVITY DESCRIPTION / AMOUNT

December 2021 Monthly HR Consultation projects and activities.

**BALANCE DUE: \$xxxxx**

Please make check payable to: Oniru Group, LLC

**Billing Address:**

**The Oniru Group**

1501 N. Main St

Dayton, OH 45405 US

[keith@onirugroupdavanni.com](mailto:keith@onirugroupdavanni.com)

Thank you for doing business with the Oniru Group; "Our Passion is Your Passion"

Please contact Keith L. Jenkins with any questions or concerns at (937) 312-4468 or [keith@onirugroupdavanni.com](mailto:keith@onirugroupdavanni.com).

[Pay with PayPal utilizing account identification: "jamie@onirugroupdavanni.com"](mailto:jamie@onirugroupdavanni.com)



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## 2021 Monthly Report

### September

1. Once the School Readiness Coordinator position is filled, we will begin searching for the Education Specialist position.

### October

1. We were instructed that once the School Readiness Coordinator position was filled, then we would begin searching for the Education Specialist position. We have been submitting candidates awaiting response.

### November

1. Gloria and Jason have decided to pull our vacancy advertisement for the Education Specialist position. They are going to rework the position description and then have us repost the position. We are awaiting their response.
2. We have conducted three in-person interviews with Mark and Colin and we have two more in-person interviews scheduled in the first week of December.

**POSITION SUMMARY:** The Manager of Grant Writing at CET/ThinkTV is a new, full-time position on a collaborative, supportive, and passionate development team (with the potential for growth within the company) The position is responsible for securing funding for CET and ThinkTV Public Television needs through prospect research, writing and timely submission of high-quality, compelling letters of inquiry, proposals and grant reports to new and existing corporate and private funders. In addition to writing grants, this position may assist with planning small events and carrying a small portfolio of individual donors.

Reporting to the Director of Major & Planned Giving, this position is based in Cincinnati but will also secure grants for the Greater Dayton region, too.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for conducting the full range of duties required to research, prepare, submit, and manage grant proposals and reports to public and private grant sources.
- Perform prospect research on foundations and corporations to identify potential sources of funding and evaluate prospects.
- Work directly with all essential staff and employees to gain relevant information for proposals needed or required for each grant submittal.
- Lead and maintain a proposal calendar and annual grants strategy.
- Create and maintain up-to-date language regarding the organization and the organization's programs.
- Maintain current records in the donor database and in physical files, including grant tracking and reporting.
- Actively participate in Development Team meetings, projects, and activities.
- Assist with community events during occasional evenings and weekends.

**KNOWLEDGE /SKILLS:**

- Outstanding organizational and multi-tasking skills, with proven track record of meeting deadlines.
- Superior written and verbal communication skills and ability to work under minimal guidance.
- Strong organizational skills and attention to details.
- Exhibit strong expository writing skills and a high-level command of grammar and spelling.
- Demonstrated prospect research, analytical and planning skills.
- High-level computer literacy skills, including knowledge of Microsoft Word and Excel, and experience with internet research techniques.
- Self-starter wanting to take initiative on projects

**TRAINING AND EXPERIENCE:**

- Minimum of a Bachelor's degree in Communications, Business, or equivalent experience.
- 3+ years minimum experience in development, grant writing and strategic fundraising in securing grants up to \$100,000 or more
- OR 3+ years minimum experience working in a non-profit, volunteer, or fundraising

Please send resumes to [hr@thinktv.org](mailto:hr@thinktv.org)

Collapse



Public Media Connect  
Owner: hr@thinktv.org

hr@thinktv.org

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### Manager of Grant Writing

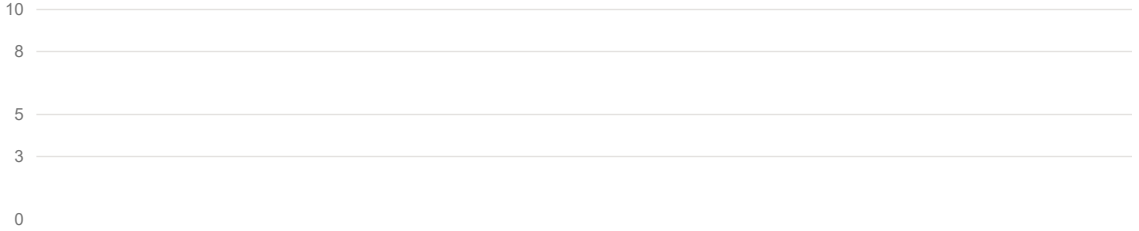
Public Media Connect – Cincinnati, OH

#### Clicks

■ Your job

#### Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week i



|       |        |      |
|-------|--------|------|
| 0     | 0      | 0    |
| Views | Budget | Cost |

[Sponsor job for more clicks](#)

#### Candidates

Awaiting review  
**0**

Total (excluding rejected)  
**1**

[13 Rejected](#)

#### Job description

**POSITION SUMMARY:** The Manager of Grant Writing at CET/ThinkTV is a new, full-time position on a collaborative, supportive, and passionate development team (with the potential for growth within the company) The position is responsible for securing funding for CET and ThinkTV Public Television needs through prospect research, writing and timely submission of high-quality, compelling letters of inquiry, proposals and grant reports to new and existing corporate and private funders. In addition to writing grants, this position may assist with planning small events and carrying a small portfolio of individual donors.

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#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

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- Perform prospect research on foundations and corporations to identify potential sources of funding and evaluate prospects.



- Work directly with all essential staff and employees to gain relevant information for proposals needed or required for each grant submittal.
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- Maintain current records in the donor database and in physical files, including grant tracking and reporting.
- Actively participate in Development Team meetings, projects, and activities.
- Assist with community events during occasional evenings and weekends.

**Knowledge /sKILLS:**

- Outstanding organizational and multi-tasking skills, with proven track record of meeting deadlines.
- Superior written and verbal communication skills and ability to work under minimal guidance.
- Strong organizational skills and attention to details.
- Exhibit strong expository writing skills and a high-level command of grammar and spelling.
- Demonstrated prospect research, analytical and planning skills.
- High-level computer literacy skills, including knowledge of Microsoft Word and Excel, and experience with internet research techniques.
- Self-starter wanting to take initiative on projects

**Training and Experience:**

- Minimum of a Bachelor's degree in Communications, Business, or equivalent experience.
- 3+ years minimum experience in development, grant writing and strategic fundraising in securing grants up to \$100,000 or more
- OR 3+ years minimum experience working in a non- profit, volunteer, or fundraising

Job Type: Full-time

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: In person

Closed ▼

[View public job page](#)

**Application Settings**

**Application method**

Email

**Require resume**

Yes

**Application updates**

hr@thinktv.org

Also send an individual email update each time someone applies.

**Candidates contact you (email)**

Yes, at email address provided

**Details**

**Posted:** November 15, 2021

**Views:** 0

**Applications received:** [14 total](#)

**Budget**

**Job budget:** Not sponsored

[View performance report](#)

Promote this job for more candidates:



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[Privacy center](#) –

[Your privacy choices](#) –

[Security](#) –

[Billing](#) –

[Contact](#)

**Elyssa Steffenson**

---

**From:** noreply@airtable.com on behalf of Airtable <noreply@airtable.com>  
**Sent:** Thursday, November 11, 2021 8:18 AM  
**To:** Elyssa Steffenson  
**Subject:** Airtable forms: someone has responded to Web Request Form

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** 3-0 Completed, 0-2 TTV, 0-1 CET



Someone has responded to **Web Request Form**. A record has been added to the **Upcoming Content** table in **Web Requests**.

**Department**  
Administrative

**Contact Name**  
Shelby Orr

**Date of Submission\_**  
11/11/2021

**Due Date - MUST BE SEVEN DAYS OUT**  
11/17/2021

**Type**  
Page Update

**Site of Request**

Both

**If other, what site?**

**Cross-Promotion, if applicable**

**Section of Site**

Community

**Description of Request**

Please post job description on CET/ Thinktv website, Facebook, and LinkedIn

**File Location**

Emailed to Kellie May

**Page Title**

Grants Writing Manager

**Target Keywords**

..

**Audience**

**Summary of Page**

..

**Does this page or update support the mission of Public Media Connect?**

Yes

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June 3, 2021

Lee Weinel, Chief Operating Officer/Chief Financial Officer  
Public Media Connect  
110 S. Jefferson St.  
Dayton, OH 45402

Re: **Human Resources Consultation Agreement**

Dear Lee:

Thank you for partnering with The Oniru Group (OG) to provide your organization with Human Resources consultative services. Our purpose is to optimize human performance in the workplace for the betterment of the organization and the employees selected to ensure the completion of its mission.

OG is faith-based HR & Leadership Performance Lab. The OG provides small businesses with much needed HR expertise in an outsourced manner. The OG provides large businesses with existential HR strategies to augment their current HR team's effectiveness in their organization. Services include:

- Diversity, Equity and Inclusion Strategy
- Talent Acquisition and Management
- Employee Relations & Performance Mgmt.
- Organizational Development, Learning/Leadership Development and Coaching
- Employee Engagement Strategy
- Compensation and Benefits Consultation
- Resume Writing and Interview Preparation

We believe in you, your vision and your team; and we are confident that we have the expertise and passion for your success needed to make this plan a reality.

Respectfully,

*Keith L. Jenkins*

**Keith L. Jenkins, SHRM-SCP**  
President



**Services Provided and Fee Structure:**

The following are descriptions of on-going HR consultative services that will be provided and the associated fee structure:

1. Provide Talent Acquisition services as directed, which includes sourcing for candidates, posting positions and screening qualified candidates for specified positions.
2. Develop a greater presence in diversity, equity and inclusion for PMC.
3. Develop and implement performance management tools and related processes for PMC leaders and staff.
4. Develop and implement an onboarding experience that is user-friendly and effectively acclimates new hires into the PMC family.
5. Other potential services could include policy administration, benefits administration, employee engagement initiatives and employee relations.

**6. Total Cost = \$xxxxxx/month**

**Terms and Agreement:**

- ❖ Both parties have the option of terminating this agreement with 30 days’ written notice. However, payment for all work performed by will be prorated based on percentage of project work completed and payable within 14 days. Any work completed must be provided to PMC within 14 days of the notice.
- ❖ Elements of this proposal may be amended upon collaboration between, Kitty Lensman, Lee Weinel and Keith L. Jenkins.

**Acceptance:**

Your signature below indicates acceptance of this proposal and entrance into a contractual agreement with The Oniru Group beginning on the signature date below:

**PUBLIC MEDIA CONNECT**

**THE ONIRU GROUP**

Approved by: Lee Weinel

Approved by: Keith L. Jenkins

Signature & Date:

Signature & Date:



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Human Resources & Leadership Performance Laboratory

## INVOICE - 1106

**BILL TO:**

Lee Weinel, COO/CFO  
Public Media Connect  
110 S. Jefferson St.  
Dayton, OH 45402

**DATE:** 12/22/2021

**TERMS:** Due by 1/6/22

DATE / ACTIVITY DESCRIPTION / AMOUNT

December 2021 Monthly HR Consultation projects and activities.

**BALANCE DUE: \$xxxxx**

Please make check payable to: Oniru Group, LLC

**Billing Address:**

**The Oniru Group**

1501 N. Main St

Dayton, OH 45405 US

[keith@onirugroupdavanni.com](mailto:keith@onirugroupdavanni.com)

Thank you for doing business with the Oniru Group; "Our Passion is Your Passion"

Please contact Keith L. Jenkins with any questions or concerns at (937) 312-4468 or [keith@onirugroupdavanni.com](mailto:keith@onirugroupdavanni.com).

[Pay with PayPal utilizing account identification: "jamie@onirugroupdavanni.com"](mailto:jamie@onirugroupdavanni.com)





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## 2021 Monthly Report

### August

1. Prepare working materials, interview questions, screening organizer and meeting arrangements for six interviews for School Readiness Coordinator.
2. We Zoom screened five (6) candidates for the School Readiness and have now have successfully prepared for and presented the top three candidates to interview on 8/13/21 in Dayton, and 8/16/21 in Cincinnati with Gloria Skurski and Jason Dennison. We will debrief afterwards and hopefully secure a candidate.
3. Create and post social media flyers for School Readiness Coordinator and HR Manager.

### September

1. We have interviewed three School Readiness Coordinator candidates, however, one candidate tested positive for COVID and caused delays. We've worked around vacations and the holidays. Gloria and Jason have now selected two candidates. One for the School Readiness Coordinator and the other for the state-wide project. We will meet tomorrow, 9/16/21 to finalize offer letters for both candidates.
2. Once the School Readiness Coordinator position is filled, we will begin searching for the Education Specialist position.

### October

1. We have filled the School Readiness Coordinator vacancy with xxxxx who has already started with PMC.

**Elyssa Steffenson**

---

**From:** noreply@airtable.com on behalf of Airtable <noreply@airtable.com>  
**Sent:** Friday, July 23, 2021 11:39 AM  
**To:** Elyssa Steffenson  
**Subject:** Airtable forms: someone has responded to Web Request Form

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, July 27, 2021 3:30 PM  
**Flag Status:** Completed

**Categories:** 3-0 Completed, 0-2 TTV, 0-1 CET



Someone has responded to **Web Request Form**. A record has been added to the **Upcoming Content** table in **Web Requests**.

**Department**

Education

**Contact Name**

Jason Dennison

**Date of Submission\_**

7/23/2021

**Due Date - MUST BE SEVEN DAYS OUT**

7/30/2021

**Type**

Page Update

**Site of Request**

Both

**If other, what site?**

**Cross-Promotion, if applicable**

**Section of Site**

About

**Description of Request**

About>>Employment Job Description for School Readiness Coordinator

**File Location**

I will send the text in a document via Slack

**Page Title**

N/A

**Target Keywords**

N/A

**Audience**

**Summary of Page**

N/A

**Does this page or update support the mission of Public Media Connect?**

Yes

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## **ASSISTANT CHIEF ENGINEER**

**RESPONSIBLE TO:** Chief Engineer

**QUALIFICATIONS:** Minimum 3-5 years' experience in engineering positions. A working knowledge of analog and digital technologies and engineering practices; comprehension of laws and FCC rules and regulations related to broadcasting. Formulate and execute short-term and long-range plans for the organization; ability to analyze technologic trends affecting broadcast and non-broadcast electronic media and relate their impact to Public Media Connect.

### **DUTIES:**

1. Oversee the procurement, operation and maintenance of Public Media Connect's production and dissemination technologies.
2. Supervise the engineering staff at CET and evaluate their performance.
3. Develop and supervise the execution of all preventive maintenance and procedures.
4. Coordinate and instruct other personnel in the proper care and operation of related equipment, such as portable cameras, graphic generators and editors.
5. Research and develop operating techniques and maximize the potential of technical facilities.
6. Maintain schematic diagrams and other such documentation as necessary to expedite troubleshooting and expansion of technical facilities.
7. Assure strict adherence to FCC rules and regulations in all technical operations and oversee the maintenance and quality control of all broadcast equipment, including proof of performance for all transmitters.
8. Assist in the preparation and submission of all applications for license renewal and other FCC permits as necessary. Provide technical assistance and documentation support in order to assist in preparing equipment procurement grants (Foundational, Individual, NTIA, BEMC) as necessary.
9. Recommend system upgrades and modification to senior management to keep systems efficient and reliable.
10. Recommend and administer engineering annual budget; plan and recommend station's capital budget.

11. Plan and carry out strategy to attract tenants for tower/transmitter site.  
Suggest additional ways to bring revenue to stations using new technology, equipment and resources.
12. Participate in negotiating collective bargaining agreements as necessary.
13. Perform other duties as required by the Chief Financial and Operating Officer and/or other senior management.
14. Work cooperatively with others to further the mission and goals of the organization.

Revised 12/21

# Producer

## **Position Summary:**

Reporting to the Executive Producer, the Producer develops local and regional broadcast and non-broadcast productions. This is a hands-on position that includes producing responsibilities for a variety of programs. The Producer will establish and assure a consistent standard of production quality, relevance, and timeliness for a range of programming with an emphasis in arts/cultural, educational and community affairs productions.

## **Essential duties and responsibilities:**

1. Oversee the production of local programs.
2. Develop, produce and direct special projects, and deliver them on deadline
3. Assist other Producers as required on local productions
4. Support program development by identifying topic and content opportunities and developing related proposals
5. Lead and direct support production staff in short and long video productions
6. Manage budgets, equipment, and all staff in the field/on location production sites
7. Serve as a member of the content oversight team defining organizational policies, strategies, and directions.
8. Coordinate productions with programming, engineering/technology, development, and communications staff.
9. Coordinate activities with external partners as needed.
10. Maintain awareness of critical regional and community issues and trends.
11. Participate in on-air and fundraising activities.
12. Perform other duties assigned or required.

## **Qualifications:**

- 3-5 years prior experience in producing diverse content for television and multi-media.
- In depth knowledge of media production and editorial management.
- Demonstrated innovation, creativity and excellent writing skills.
- Broad general business skills, including team leadership, decision-making ability, and delegation skills
- Demonstrated interpersonal skills, including trust, tact, and diplomacy
- Familiar with current production management software, editing systems, production equipment and Microsoft Office suite.
- Ability to work seamlessly with media, university, business, and community partners.
- Exceptional communication and presentation skills, including ability to edit and coach the work of others

- Willingness to work in the field, sometime for extended hours per day or even multi-days and in all kinds of weather conditions
- Excellent organization skills, detail mindedness, and the ability to multi-task with aplomb

**Education:**

Bachelor's degree in media, broadcasting, or communications desired.





**Job title: Producer**

**Station Base: CET – Cincinnati, Ohio**

**Division/Department: 03 - Production**

**Reports to: Executive Producer**

**Full-time**

**Part-time**

**Exempt**

**Nonexempt**

**Essential Duties and Responsibilities:**

the Producer develops and executes local and regional broadcast and non-broadcast productions. This is a hands-on position that includes producing and production responsibilities for a variety of programs and platforms. The Producer will establish and assure a consistent standard of production quality, relevance, and timeliness for a range of programming, which may have an emphasis in a broad spectrum of subject matter, including arts/cultural, educational/informational, science/technology and community affairs productions.

1. Oversee the production of local programs or projects as assigned.
2. Develop, produce, and lead creative special projects, and delivering them on deadline
3. Lead and direct support production staff in short and long video productions
4. Play multiple roles on your projects, possibly handling videography, audio, editing or all of the above
5. Manage budgets, equipment, and all staff in the field/on-location production sites.
6. Assist other Producers as required on local productions.
7. Coordinate productions with programming, engineering/technology, development, and marketing/communications staff
8. Coordinate activities with external partners as needed.
9. Maintain awareness of critical regional and community issues and trends
10. Support program development by identifying topic and content opportunities and developing related proposals
11. Participate in on-air and fundraising activities and productions, which occur periodically throughout the year
12. Maintain consistent communication with the Executive Producer regarding progress on assignments.
13. Perform other duties that may assigned or required.

**Education and/or Work Experience Requirements:**

- 3-5 years prior experience in producing diverse content for television and multi-media.
- In depth knowledge of media production and editorial management.
- Demonstrated innovation, creativity and excellent writing skills.
- Broad general business skills, including team leadership, decision-making ability, and delegation skills
- Familiar with and ability to use current production software, such as non-linear editing systems, production equipment (cameras, audio equipment, grip, lighting and Microsoft Office suite.
- Demonstrated interpersonal skills, including trust, tact, and diplomacy
- Ability to work seamlessly with media, university, business and community partners
- Exceptional communication and presentation skills, including ability to edit, provide constructive feedback and coach the work of others: also the ability to receive similar feedback on your own work
- Willingness to work in the field, sometime for extended hours per day or even multi-days and in all kinds of weather conditions
- Excellent organization skills, attentiveness to detail, and the ability to multi-task
- Bachelor's degree in media, broadcasting, or communications preferred.

**Physical Requirements:**

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.
- 

**Print Employee Name:**

**Employee signature:**

**Date:**

## PRODUCER

Public Media Connect, the regional Public Television organization formed by CET in Cincinnati and Think<sup>TV</sup> in Dayton has an opening for a Producer to be based in Cincinnati. Reporting to the Director of Production and the Chief Information Officer, this position will have direct responsibility for the creation, production, and coordination of local content and programming for on-air and on-line distribution.

Position requires a minimum of 3-4 years of demonstrated experience in varied cross media, studio and & field production as a producer. Must have solid credentials and experience in all aspects of production, especially writing, creating, and directing the shooting of video pieces. Interest and background in community, education, and /or art related productions a desirable plus. Ability to work independently, lead the production process, and deliver projects on deadline absolutely essential. . Excellent organizational skills, detail mindedness, and the ability to multi-task with aplomb are also important.

If interested in and qualified for this position, please send your resume to: [hr@cetconnect.org](mailto:hr@cetconnect.org)

*Public Media Connect is an Equal Opportunity Employer*



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PUBLIC MEDIA CONNECT



## 2021 Monthly Report

### October

1. We have provided Mark Lammers and team with several candidates for their Producer vacancy. We have interviews set up for next week.

### December

1. Conducted in-person interviews with xxxx and xxxxxx for the Producer position. Interviews were held at the Cincinnati office and over Zoom from the Cincinnati office.