

Exh. 5A

Email Opening

TITLE ATC Producer**ABOUT THE ORGANIZATION**

KNKX is a Puget Sound area public media outlet, dedicated to bringing jazz, blues, regional news, and NPR programs to the Northwest and beyond. As a newly independent station, KNKX employees are energized in their mission to provide the very best service to over 400,000 listeners on-air and online, to engage closely with community members and the public media industry to constantly improve and innovate, and to present music and stories that educate, inspire, and expand horizons. Employees at KNKX are empowered to be creative and think critically about current processes, creating an office culture that welcomes experimentation, teamwork, and open dialogue.

EOE STATEMENT

KNKX is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

"A unique opportunity" is such cliché job phrase to use in a job description. We try not to use it. But we just can't help ourselves on this one: we have a unique opportunity for an inventive, adventurous and well-organized journalist. We're hiring a producer for KNKX's local broadcast of All Things Considered.

We're taking our show on the road, starting this spring, and you're an integral part of the plan. This job goes beyond rewriting wire copy and pulling clips off Content Depot. You will work directly with the All Things Considered Host in researching, writing, editing, fact-checking, reporting and producing news stories for broadcast. You'll be responsible for researching locations for ATC remote broadcasts in communities across Western Washington, working with the Host to find compelling stories that reflect each community's unique qualities, past and present. You'll talk with town clerks, mayors, high school teachers, and the family that has owned the town diner for three generations. You'll work with our events team to convene community conversations, you'll manage the broadcast top to tail. Oh, and we think you're going to have a really good time.

This is a one year grant-funded position, full benefits. Do we want it to be longer? Yes. Do we hope it will be longer? Yes. Can we promise it will be longer? No. But let's try each other on for size and see where this goes.

A bit about us: We are ranked as one of the most popular public radio stations in Seattle (there are, like, 90 of them) and in the nation. KNKX has been serving the Puget Sound Region with the very best in jazz, blues and NPR news since 1966. Last year we gained our independence after our community of

WE ALSO RECOMMEND**OTHER JOBS WITHIN SAME CATEGORY**

-- None found -

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OTHER JOBS WITHIN 60 MILES

-- None found -

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listeners raised over \$7,000,000 in less than 6-months to save the station. We broadcast from both Seattle and Tacoma, and cover Western Washington. We pride ourselves on being the region's leading source of jazz and blues, as well as one of the top local and national news services in the Pacific Northwest. We believe in the old-school community service mission of journalism, but we want to provide more than broadcasting in the traditional sense, and are broadening the content of KNKX to include all forms of storytelling to better serve you, our listener and friend.

GENERAL DESCRIPTION:

The ATC Producer is a one year grant-funded position working directly with the All Things Considered Host in researching, writing, editing, fact-checking, reporting and producing news stories for broadcast. The producer will be responsible for researching locations for ATC remote broadcasts and finding compelling stories that reflect each community's unique qualities, past and present. This remote work is done in collaboration with the All Things Considered Host. The position is based in Seattle, but will be required to travel extensively throughout Western Washington.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- On-air and online news writing, rewriting news and information into radio-friendly copy and writing/producing original news reports.
- Books guests for on air interviews and reports.
- Helps plan and execute story ideas, field reporting and logistics for remote broadcasts of *All Things Considered*.
- Occasionally serves regional and national networks.
- Prepares and delivers newscasts for online.
- Serves as a backup host, and fills in on other shifts as needed.
- Operates KNKX console and master control room.
- Maintains contact lists, social media accounts and other data for on-going continuity of coverage.
- Proactively participates in the creative cycle of story and program origination with reporters, supervisor, and producers.
- Participates in station membership campaigns and community events.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of, and adherence to, journalistic ethics and standards, specifically the standards of NPR News.
- Ability to report in-depth news, perform thorough research, conduct effective interviews, and maintain organized records.
- Ability and advanced skill in producing high quality audio and online news using clear writing, clean production, and smooth announcing.
- Understands and supports Pacific Public Media's public service mission, and PPM's Principles and Values Statement.
- Ability to work under deadline pressure, make the best use of available resources, attend remote events and respond effectively to diverse and changing circumstances.

- Skills and ability to use and adapt to basic news technology, including: computers, phones, radio consoles, digital recorders and cameras.
- Ability to work with an online content management system.
- Ability to work in a creative team environment, both remotely and in person.
- Can engage in clear and direct communication with supervisor and colleagues.

**POSITION
REQUIREMENTS**

REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent combination of education and experience.
- Minimum three years professional experience in journalism.

PREFERRED QUALIFICATIONS:

- Experience hosting public radio news programs.
- Experience in public broadcasting.
- Experience with remote broadcasts.
- Storytelling experience across a variety of platforms, including websites and social media.

OTHER REQUIREMENTS:

- Must have valid Drivers' License and transportation.
- Ability to carry a news reporter kit to interviews, meetings and other news events.
- Must be able to lift and carry equipment that could weigh up to 40 pounds.

Membership in SAG-AFTRA is required.

OPEN DATE	1/8/2018
CLOSE DATE	2/1/2018
LOCATION	Seattle Office
FULL-TIME/PART-TIME	Full-Time
EXEMPT/NON-EXEMPT	Non-Exempt
SHIFT	-not applicable-

THIS POSITION IS CURRENTLY NOT ACCEPTING APPLICATIONS.

To search for an open position, please go to <http://FriendsOf885FM.appone.com>

Exh. 6A
share

Email Opening

TITLE **Director of Administration**

ABOUT THE ORGANIZATION

KNKX is a Puget Sound area public media outlet, dedicated to bringing jazz, blues, regional news, and NPR programs to the Northwest and beyond. As a newly independent station, KNKX employees are energized in their mission to provide the very best service to over 400,000 listeners on-air and online, to engage closely with community members and the public media industry to constantly improve and innovate, and to present music and stories that educate, inspire, and expand horizons. Employees at KNKX are empowered to be creative and think critically about current processes, creating an office culture that welcomes experimentation, teamwork, and open dialogue.

EOE STATEMENT

KNKX is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

The Director of Administration oversees the human resources, financial, risk management and administrative functions to ensure that KNKX's internal processes and infrastructure will support the station's continued growth, and fulfillment of its mission. The position supervises the Director of Finance, Accounting Assistant, Traffic Manager and an additional office support position in long range planning, and serves on the KNKX Management Team.

The Director of Administration reports to the President & General Manager, and will split his/her time between the KNKX Seattle and Tacoma offices.

Salary Range: \$70,000 - \$90,000 annually

Essential Duties and Responsibilities:

HUMAN RESOURCES: 50%

- Oversees the implementation of people-related services, policies, and programs and assists and advises managers about Human Resources issues.
- Recommends to management a total rewards system for staff, and oversees the compensation program within the station.
- Responsible for maintaining the employee benefits program; recommending benefit programs to management; and designing and conducting educational programs on total rewards package for station staff.
- Establishes a comprehensive training program that on-boards new staff.
- Leads the implementation of the employee performance management system that includes performance

WE ALSO RECOMMEND

OTHER JOBS WITHIN SAME CATEGORY

-- None found -
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OTHER JOBS WITHIN 60 MILES

-- None found -
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development plans and employee development programs.

- Coaches and trains managers in their communication, feedback, recognition, and interaction with direct reports. Monitors and advises managers in the progressive discipline system of the station and in accordance with the SAG-AFTRA union contract. Helps to resolve employee grievances; counseling employees and supervisors.
- Recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce. Chairs employee search committees.
- Responsible for human resources compliance activities and for the interpretation of relevant State and Federal laws and regulations, including FCC/EEO reporting requirements.
- Responsible for employee/labor relations with SAG-AFTRA union.

FINANCE: 25%

- Provides leadership on financial decision-making issues and works with the GM and Director of Finance on all aspects of the organization's financial strategy. Develops and maintains sound financial management strategies to ensure sustainable fiscal health, and support the station's long range plans.
- Oversees the annual budgeting and planning process in conjunction with the GM, the Director of Finance and other department heads; keep the GM, Management Team, and the Board abreast of the organization's financial status.
- Leads in the development of financial models for specific station projects including capital campaigns.
- Manages the annual audit process in conjunction with the Director of Finance, and acts as management's principal liaison with external auditors.
- Oversees the annual Corporation for Public Broadcasting grant application and acts as compliance officer for all CPB policies.

RISK MANAGEMENT & ADMINISTRATION: 25%

- Oversees risk management and serves as the primary contact with the station's attorneys and outside government agencies. Protects the interests of employees and the station in accordance with the organization's Human Resources policies, and governmental laws and regulations. Understands and mitigates key elements of the station's risk profile.
- Leads the implementation of the station's safety and health programs. Monitors the tracking of OSHA-required data.
- Ensures compliance with all state and federal tax laws, wage and hour regulations; 501(c)(3) requirements; FCC regulations, and intellectual property laws. Ensures that

record keeping meets the requirements of auditors and government agencies.

- Responsible for overseeing acquisition, licensing agreements, vendor contracts, and other service and employment agreements, and for negotiating contracts and leases and other legal documents.
- Selects and supervises Human Resources consultants and training specialists, and coordinates company use of insurance brokers, insurance carriers, and other outside sources.
- Manages all facility related activities at both station locations.
- Oversees the operational activities of the capital campaign and the station's move to new location(s).

POSITION REQUIREMENTS

Required Knowledge, Skills, and Abilities:

- A "people manager" who is mature, proactive and organized.
- Must have a commitment to KNKX's Mission to deliver excellence in jazz, blues and news with stories that inspire, inform and connect our community.
- Excellent interpersonal skills for building and fostering key internal and external relationships, as well as the ability to lead and perform effectively in a team-oriented environment, with demonstrated accomplishments in working collaboratively with peers.
- Demonstrated excellence in written and oral communication skills; persuasive writing and speaking ability - including group presentations; and active listening skills.
- Demonstrated success in planning, budgeting, and staff leadership; significant experience developing and communicating HR and Financial strategies and objectives, organizing and managing multiple priorities, and in developing and managing projects and budgets.
- Demonstrated ability to hire, motivate, develop, and lead others, resolve conflicts, and ensure the achievement of results through effective performance management.
- Experience and skill in examining, developing and reengineering internal processes, policies, and procedures.
- Experience negotiating agreements and developing and managing financial resources.
- A successful track record in setting priorities, maintaining attention to detail, and having a keen analytic mindset that supports sound decision-making and effective problem solving.

Qualifications:

- Bachelor's degree required, masters preferred in Human Resources (with PHR/SPHR certification) Accounting, or Business Administration, or equivalent experience to a master's degree.
- At least 10 years of HR and financial management experience, ideally 6+ years of broad senior-level operations management experience at a non-profit organization.

- Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, training, employee engagement, and employee development.
- Experience in the administration of benefits and compensation programs and other Human Resources recognition and engagement programs and processes.
- Familiarity with GAAP accounting principles (including non-profit regulations), IRS reporting requirements, human resource best practices, current labor law, grants management and compliance, short-term and long-range financial planning, legal contract review, and business insurance needs.
- Excellent computer skills including Excel, Word, and PowerPoint and a working knowledge of QuickBooks.

OPEN DATE 7/17/2017

CLOSE DATE 8/25/2017

LOCATION Seattle Office

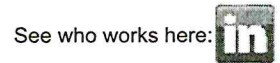
FULL-TIME/PART-TIME Full-Time

EXEMPT/NON-EXEMPT Exempt

SHIFT Days

THIS POSITION IS CURRENTLY NOT ACCEPTING APPLICATIONS.

To search for an open position, please go to <http://Friendsof885FM.appone.com>



Exh. 6B

Sourcing - Summary of Specific Source

Limit by: Positions Selected: Director of Operations, Director Of Operations

Specific Source	Number of Applications	Percentage of Total
Indeed.com - AdCode: Indeed6487	11	19.3%
indeed	7	12.3%
Radio/TV, KNKX	6	10.5%
	4	7%
Internet/Job Board, Indeed	4	7%
Internet/Job Board, LinkedIn	2	3.5%
Company Website, KNKX.org	2	3.5%
Company Website, Radio/TV, KNKX	1	1.8%
Employee Referral, Joey Cohn Email	1	1.8%
Facebook - AdCode: facebook	1	1.8%
GlassDoor.com - AdCode: GlassDoor6487	1	1.8%
Company Website, Current	1	1.8%
Company Website, KNKX	1	1.8%
Internet/Job Board, Current	1	1.8%
Internet/Job Board, Purple Squirrel	1	1.8%
Other, E-mail from Joey Cohn	1	1.8%
Other, KNKX	1	1.8%
Other, KNKX emailed me about the position.	1	1.8%
Other, knkx website	1	1.8%
Internet/Job Board, indeed.com	1	1.8%
Internet/Job Board, KNKX	1	1.8%
Internet/Job Board, Linked in	1	1.8%
Word of Mouth, Email direct from Management at KNKX.	1	1.8%
Word of Mouth, email from you sent to my sister. A fan!	1	1.8%
Word of Mouth, Friend from KEXP	1	1.8%
Word of Mouth, Neighbor- Marcia Phillips	1	1.8%
Word of Mouth, Stacey Isaacs-community advisory council	1	1.8%
Word of Mouth, Zane	1	1.8%
Total	57	100%

Exh. 7A
Share

Email Opening

TITLE **KNKX Promotions Assistant**

ABOUT THE ORGANIZATION

KNKX is a Puget Sound area public media outlet, dedicated to bringing jazz, blues, regional news, and NPR programs to the Northwest and beyond. As a newly independent station, KNKX employees are energized in their mission to provide the very best service to over 400,000 listeners on-air and online, to engage closely with community members and the public media industry to constantly improve and innovate, and to present music and stories that educate, inspire, and expand horizons. Employees at KNKX are empowered to be creative and think critically about current processes, creating an office culture that welcomes experimentation, teamwork, and open dialogue.

EOE STATEMENT

KNKX is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

Overview: The KNKX Promotions Assistant will work primarily with the Director of Community Outreach and Events on creating online content; assisting with projects and station initiatives like KNKX's music education program, School of Jazz; and having a presence at KNKX events throughout the region. On occasion, there will be opportunities to assist other departments such as underwriting, development and programming. The position is currently open and the start date is flexible.

Time commitment: 10 hours (paid) per week in KNKX's Seattle studios (at least 4 hrs of which must be worked on Fridays) and at evening/weekend events. The ideal candidate will have enough flexibility in their schedule to work events on an as needed basis.

Hourly rate: Between \$12.50-\$14/hr depending on qualifications

Specific duties

- Contributing to content-helping curate KNKX's online events calendar and creating web posts; creating online ticket giveaways and doing contest fulfillment.
- Contributing to content--KNKX School of Jazz: posting each month's guest student DJ profile, photo and playlist on the School of Jazz webpage. Preparing a one-sheet on each student DJ for Half Price Books to display in their stores. Assisting with School of Jazz events.
- Assisting with coordination (including researching venues and resources) and projects leading up to station events.

WE ALSO RECOMMEND

OTHER JOBS WITHIN SAME CATEGORY

-- None found -
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OTHER JOBS WITHIN 60 MILES

-- None found -
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- Working at station events-meeting and greeting the public and acting as a station ambassador; handing out, and on some occasions, selling station swag. Assist with set up and take down at events.
- Duties may also include writing press releases.
- As needed, assist other departments with projects. An example is creating marketing one-sheets for KNKX's underwriting department or assisting the development department on a mailing project.

**POSITION
REQUIREMENTS**

Skills

- Strong writing skills
- Able to conduct research
- Possesses attention to detail
- Takes initiative on projects and tasks
- Works well independently and in small groups
- Is an effective communicator internally and externally
- Adept at social interactions especially engaging attendees at station events

Qualifications

- Promotions and/or event experience preferred
- High school diploma required
- Must be able to lift 35lbs and stand for long periods of time
- Must have reliable transportation for office hours and personal vehicle as needed for event set up

OPEN DATE 2/15/2018

CLOSE DATE 3/10/2018

LOCATION Seattle Office

**FULL-
TIME/PART-TIME** Part-Time

**EXEMPT/NON-
EXEMPT** Non-Exempt

SHIFT Various Shifts

THIS POSITION IS CURRENTLY NOT ACCEPTING APPLICATIONS.

To search for an open position, please go to <http://Friendsof885FM.appone.com>

Exh. 7B Sourcing - Summary of Specific Source

Limit by: Positions Selected: KNKX Promotions Assistant

Specific Source	Number of Applications	Percentage of Total
Indeed.com - AdCode: Indeed6487	13	36.1%
indeed	7	19.4%
Employee Referral, Gracelynn Shibayama	2	5.6%
GlassDoor.com - AdCode: GlassDoor6487	2	5.6%
Company Website, knkx.org	2	5.6%
Employee Referral, Brenda Goldstein-Young	1	2.8%
	1	2.8%
College/University, University of Washington	1	2.8%
Internet/Job Board, indeed	1	2.8%
Internet/Job Board, NPR Station Map	1	2.8%
Job/Career Fair, https://www.indeed.com	1	2.8%
Other, I received an email	1	2.8%
Other, radio website	1	2.8%
Radio/TV, KAOS 89.3 FM	1	2.8%
Radio/TV, KAOS Radio	1	2.8%
Total	36	100%

Exh. 8A
Share

Email Opening

TITLE **Traffic Assistant**

ABOUT THE ORGANIZATION

KNKX is a Puget Sound area public media outlet, dedicated to bringing jazz, blues, regional news, and NPR programs to the Northwest and beyond. As a newly independent station, KNKX employees are energized in their mission to provide the very best service to over 400,000 listeners on-air and online, to engage closely with community members and the public media industry to constantly improve and innovate, and to present music and stories that educate, inspire, and expand horizons. Employees at KNKX are empowered to be creative and think critically about current processes, creating an office culture that welcomes experimentation, teamwork, and open dialogue.

EOE STATEMENT

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DESCRIPTION

GENERAL DESCRIPTION:

The Traffic Assistant assists the Traffic Coordinator in ensuring the effective placement of underwriting messages on KNKX broadcasts and web properties. This position involves working with sales, programming, production, web and development to provide complete and accurate daily program logs and weekly web ads schedules. The Traffic Assistant provides continuity review when processing content for on-air spots, station promos, and web ads. The FTE for this position is .375 (15 hrs per week.) SALARY: \$17 - \$19 per hour.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Prepare, complete, and distribute daily program logs. Coordinate program and underwriting elements into a comprehensive daily program log for staff that operate from two locations.
- Reconcile daily program logs and weekly web ad schedules for posting and billing, investigating and correcting discrepancies.
- Process copy production orders for underwriting and promotional announcements, on air and on-line. Work with Production Manager and web team to ensure proper copy is aired at the correct time.
- Produce weekly Expired Copy report and deletes expired copy from Audiovault and Aircopy.
- Perform weekly inventory management procedures for on-air underwriting spots.
- Prepare weekly NPR Funding Credit schedules and inserts them into daily program logs, prepares weekly reconciliation affidavits of NPR Funding Credits. Submit monthly station proofs to NPR.

WE ALSO RECOMMEND

OTHER JOBS WITHIN SAME CATEGORY

-- None found -
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OTHER JOBS WITHIN 60 MILES

-- None found -
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- Compile monthly updates of underwriting and sponsorship reports to be included in the station's Public File as required by the FCC.
- Serves as vacation and sick leave back-up for Traffic Coordinator.
- Performs monthly underwriting billing functions on a rotating basis with Traffic Coordinator.
- Various filing and archiving tasks and other duties as assigned.

POSITION REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organization skills, with the ability to perform multiple detailed tasks on deadline in a busy environment.
- Self-motivated, flexible, able to work independently, with good problem-solving skills.
- Able to communicate complex information about Traffic details to a variety of co-workers and managers, including air staff, sales staff, web managers, engineering staff, Development staff, and the Director of Content.

REQUIRED QUALIFICATIONS:

- Prior broadcasting and radio traffic experience preferred.
- Familiar with traffic software, Audiovault, Microsoft Word and Excel, and other software systems.
- Prior business and customer service experience is a must.

SUBMIT COVER LETTER WITH RESUME AND APPLICATION

OPEN DATE 5/14/2018

CLOSE DATE 6/15/2018

LOCATION Tacoma Office

FULL-TIME/PART-TIME Part-Time

EXEMPT/NON-EXEMPT Non-Exempt

SHIFT Days

THIS POSITION IS CURRENTLY NOT ACCEPTING APPLICATIONS.

To search for an open position, please go to <http://FriendsOf885FM.appone.com>

Exh. 8 B

Sourcing - Summary of Specific Source

Limit by: Positions Selected: Traffic Assistant

Specific Source	Number of Applications	Percentage of Total
indeed	10	37%
Indeed.com - AdCode: Indeed6487	10	37%
Internet/Job Board, indeed	2	7.4%
Other, All Staff email from Steve Albertson	1	3.7%
Word of Mouth, Laura Adamson	1	3.7%
Company Website, knkx.org	1	3.7%
Employee Referral, Laura Adamson	1	3.7%
GlassDoor.com - AdCode: GlassDoor6487	1	3.7%
Total	27	100%

Exh. 9A

Email Opening

TITLE **Director of Major and Planned Giving**

ABOUT THE ORGANIZATION

KNKX is a Puget Sound area public media outlet, dedicated to bringing jazz, blues, regional news, and NPR programs to the Northwest and beyond. As a newly independent station, KNKX employees are energized in their mission to provide the very best service to over 400,000 listeners on-air and online, to engage closely with community members and the public media industry to constantly improve and innovate, and to present music and stories that educate, inspire, and expand horizons. Employees at KNKX are empowered to be creative and think critically about current processes, creating an office culture that welcomes experimentation, teamwork, and open dialogue.

EOE STATEMENT

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DESCRIPTION

ORGANIZATION DESCRIPTION:

KNKX is seeking an energetic and proactive Director of Major and Planned Giving to join our team at this exciting time in the station's history. Following an unprecedented grassroots effort to save the station, we became an independent community licensed public media organization in August of 2016. Since that time our audience has grown, our fundraising has never been stronger, and our dreams for the future never more inspirational. We are gearing up for the KNKX Next capital campaign to build our future homes in Seattle and Tacoma, homes that will enable the vision laid out in our station strategic plans. KNKX offers a competitive benefits package which includes Medical, Dental, a generous 401k, as well as substantial holiday and vacation time. SALARY \$66K - \$73K.

GENERAL DESCRIPTION:

The Director of Major and Planned Giving is responsible for raising annual support from KNKX's major gift supporters. This position has a portfolio of donors to manage and also manages the Planned Giving program. This role requires attention to detail and the ability to focus on multiple priorities, work with many different types of people and foster personal relationships with constituents. The position supervises the Member Relations Coordinator and reports to the Associate Director of Development. This role requires frequent travel to KNKX offices in Tacoma and Seattle, and to other locations throughout the Puget Sound region.

WE ALSO RECOMMEND

OTHER JOBS WITHIN SAME CATEGORY

-- None found -

OTHER JOBS WITHIN 60 MILES

-- None found -

**POSITION
REQUIREMENTS****ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:****Major Giving Program Management (35%)**

- Plan, implement and oversee the annual fundraising and communication plan for the Major Gift program and tracking solicitation and campaign performance for reporting.
- Plan, manage, and oversee the Major Gift acknowledgement process
- Plan, manage and oversee special events as part of the major gift program
- Oversee stock gift procedures for tracking and acknowledgment
- Partner with the larger development team on joint projects and events
- Manage vendor relationships and contracts for major and planned giving programs
- Work in partnership with the Associate Director of Development on annual expense and revenue goals
- Other projects as assigned

Donor Portfolio Management (50%)

- Manage a portfolio of primary prospects with individual moves management plans. Initiate contact with potential major gift donors. Develop cultivation strategies, move potential donors in an appropriate and timely fashion toward solicitation, make solicitations and conduct ongoing stewardship
- This portfolio will include prospects for capital campaign gifts of \$5,000-\$30,000+
- Manage a portfolio of secondary prospects by way of communications and event invitations
- Adhere to the highest ethical and professional standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors
- Work collaboratively with Executive Director of Development on portfolio management and oversight. Conduct an annual review of donor portfolio assignments, and provide prospect strategy counsel to the GM and development staff

Planned Giving Program Management (15%)

- Create and implement the annual marketing, cultivation and stewardship for the Planned Giving program
- Field listener and donor inquiries. Conduct outreach to planned giving prospects. Track communications, prospects and known bequests for reporting
- Maintain and build relationships with professionals such as, CPAs, CFPs, and Attorneys. Plan and manage the annual activities of the Planned Giving Volunteer Council
- Be familiar with and remain current on various gift planning tools and agreements

KNOWLEDGE, SKILLS AND ABILITIES:

- Fundraising skills and knowledge of donor cycle, fundraising best practices and the donor code of ethics in fundraising and goal-setting
- Strong writing skills, experience writing for direct mail, email, presentations and other case documents
- Knowledge of and experience in moving donors along the giving cycle
- Ability to work effectively with a wide variety of people
- Ability to understand the needs and interests of major gift donors
- Interest in media, journalism and music and a dedication to promoting the organization's fundraising priorities through developing excellent relationships across departments
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
- Successful experience in making cold calls and developing cultivation and solicitation strategies
- Excellent interpersonal relationship skills
- Strong analytical skills and attention to detail.
- Excellent verbal communication skills, including public speaking.
- Ability to work independently in a fast-paced environment and maintain poise under pressure.
- Ability to maintain confidentiality and sensitivity in relation to information and documentation.
- Attention to details and ability to maintain accurate records.
- Experience working with a donor database and other digital resources to track donor behavior and management.

REQUIRED QUALIFICATIONS:

- Must have at least 7 years' experience fundraising in non-profits, at least 2 of which include Mid-Level and/or Major Donor Cultivation and Solicitation
- BA degree preferred; experience may substitute for education
- Demonstrated leadership experience
- Must work evenings and weekends as needed
- Must have reliable transportation
- Competency in Microsoft Office programs with strong word processing and spreadsheet skills.
- Competency in Google Drive programs with strong word processing and spreadsheet skills.

Please submit cover letter as well as application data sheet and resume.

OPEN DATE 5/10/2018

CLOSE DATE 6/15/2018

LOCATION Tacoma Office

FULL-TIME/PART-TIME Full-Time

Exh. 9B

Sourcing - Summary of Specific Source

Limit by: Positions Selected: Director of Major and Planned Giving

Specific Source	Number of Applications	Percentage of Total
Indeed.com - AdCode: Indeed6487	4	22.2%
indeed	3	16.7%
Company Website, Pacific Public Media	1	5.6%
Internet/Job Board, AFP	1	5.6%
Internet/Job Board, AFP Advancement NW	1	5.6%
Internet/Job Board, Linked In	1	5.6%
Internet/Job Board, Philanthropy Northwest	1	5.6%
Other, Colleague	1	5.6%
Other, Current.org	1	5.6%
Other, Mary Dunaway	1	5.6%
Word of Mouth, Melanie Coulson and Mary Dunaway	1	5.6%
Word of Mouth, Pamela Thompson and Alex Ashworth	1	5.6%
Word of Mouth, Ruth Tollefson	1	5.6%
Total	18	100%



Exh. 9C

Sandy Dye <sdye@knkx.org>

Thanks for posting your job to DiversityJobs.com

rsteward@latpro-inc.com <rsteward@latpro-inc.com>
To: sdye@knkx.org

Fri, May 11, 2018 at 4:48 PM

Hello Sandy,

Thanks for your recent job posting on DiversityJobs.com, which helps you engage Veterans, Hispanics, African Americans, Asians, Women, LGBT and the Disabled.

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Also, note that your receipt has been sent in a separate email from billing@latpro.com.

Best Regards,

Rob Steward
Vice President of Sales
rsteward@latpro-inc.com
P: 954-727-3850
F: 954-333-3609

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Exh. 10A

Email Opening

TITLE Director Music Programming

ABOUT THE ORGANIZATION

KNKX is a Puget Sound area public media outlet, dedicated to bringing jazz, blues, regional news, and NPR programs to the Northwest and beyond. As a newly independent station, KNKX employees are energized in their mission to provide the very best service to over 400,000 listeners on-air and online, to engage closely with community members and the public media industry to constantly improve and innovate, and to present music and stories that educate, inspire, and expand horizons. Employees at KNKX are empowered to be creative and think critically about current processes, creating an office culture that welcomes experimentation, teamwork, and open dialogue.

EOE STATEMENT

KNKX is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

GENERAL DESCRIPTION:

The Director of Music Programming is responsible for coordinating all music content for KNKX, including on-air and online services, supervising the Music Staff, hosting on-air shifts and scheduling talent.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Direct full and part-time staff of jazz and blues hosts. Supervisory activities include: scheduling, performance evaluation, talent recruitment, training and conflict resolution.
- Oversees Jazz24, and the Jazz24 Manager.
- Establishes and maintains relationships with music labels, artists, and artist representatives.
- Maintains strong relationships with local jazz organizations.
- Responsible for coordinating all recorded and live music. Reviews old and new releases for airplay that are consistent with the KNKX format.
- Responsible for adding and deleting songs, scheduling music, and analyzing the database on an on-going basis.
- Conceives and executes special on-air music events that connect and engage the audience.
- Serves as a fill-in host for jazz, and blues shifts.
- Station contact for listeners with comments, concerns, and questions about the music played.
- Active role in KNKX fund drives, including pitching on-air.
- Assists in Major Donor events and other development activities.
- Emcee at station events.

WE ALSO RECOMMEND

OTHER JOBS WITHIN SAME CATEGORY

-- None found -
-

OTHER JOBS WITHIN 60 MILES

-- None found -
-

- Must split time between Seattle and Tacoma studio locations as needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have the ability to coach, mentor and lead a staff.
- In depth knowledge of jazz and blues.
- Understanding of automation and music systems, specifically Audio Vault and Selector.
- Ability to work in a creative team environment.
- Must be able to work under pressure, meet deadlines, and accept criticism.
- Understanding of music programming principles, audience research, operational methods and the structure and significant issues of public broadcasting.
- Must have good radio hosting ability, including the ability to operate an audio console.

REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience in Broadcasting, Music, or related field.
- Prefer five years programming experience.

POSITION REQUIREMENTS

OPEN DATE 7/27/2018

CLOSE DATE

LOCATION Tacoma Office

FULL-TIME/PART-TIME Full-Time

EXEMPT/NON-EXEMPT Non-Exempt

SHIFT -not applicable-

THIS POSITION IS CURRENTLY NOT ACCEPTING APPLICATIONS.

To search for an open position, please go to <http://Friendsof885FM.appone.com>

