

Share  
Exh. 11A

Email Opening

TITLE **Jazz Host**

**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**

Under the general supervision of the Director of Music Programming, the Jazz Host is responsible for hosting a weekday jazz program and other programs as needed including Jazz24. This is part-time position with an hourly rate between \$22 - \$25.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Hosts weekday jazz shift as assigned.
- Host and produce monthly guest DJ hours with visiting high school jazz musicians.
- Research, prepare and conduct interviews with musicians, host weekly live performances.
- As time allows, provide content for KNKX's website and the Jazz24 Twitter feed.
- Serves as an emcee for blues and jazz events as needed.
- Plays an active role in KNKX on-air fund drives.
- If extra hours are available, other off-air tasks can be assigned, depending on circumstances and abilities. These tasks could include work in audio production, promotions, copy writing and editing, and social media/online content creation.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have strong radio announcing ability, including clarity of expression, confidence, and a pleasant voice.
- Demonstrated knowledge of jazz and blues.
- Understanding of and commitment to quality radio production.

**WE ALSO RECOMMEND**

**OTHER JOBS WITHIN SAME CATEGORY**

-- None found -  
-

**OTHER JOBS WITHIN 60 MILES**

-- None found -  
-

- Basic radio operation skills, including the ability to operate an audio console. Must also have a basic knowledge of FCC regulations.
- Basic knowledge of computers, digital audio, database, and web audio applications.
- Understands and supports the KNKX Mission Statement and the KNKX Principles and Values Statement.
- Ability to work in a creative team environment, to communicate effectively with supervisor and colleagues, and to put KNKX's mission and goals in action.
- Must be able to work under pressure, meet deadlines, accept criticism, and work with limited resources.

**POSITION REQUIREMENTS**

**REQUIRED QUALIFICATIONS:**

- On-Air Experience
- Bachelor's Degree or equivalent work experience.

**PREFERRED QUALIFICATIONS:**

- 2-3 years of radio announcing experience.
- Knowledge of public broadcasting and the public radio system

**OPEN DATE** 2/20/2019

**CLOSE DATE** 6/27/2019

**LOCATION** Tacoma Office

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

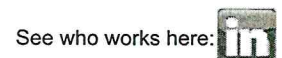
**EXEMPT/NON-EXEMPT** Non-Exempt

**SHIFT** -not applicable-

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**THIS POSITION IS CURRENTLY NOT ACCEPTING APPLICATIONS.**

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



# Exh. 11B Sourcing - Summary of Specific Source

Limit by: Positions Selected: Jazz Host

Specific Source	Number of Applications	Percentage of Total
Indeed.com - AdCode: Indeed6487	28	38.4%
LinkedIn - AdCode: linkedin	5	6.8%
Company Website, knkx.org	3	4.1%
Facebook - AdCode: facebook	3	4.1%
Internet/Job Board, Google	2	2.7%
Internet/Job Board, Indeed	2	2.7%
Company Website, KNKX	2	2.7%
Other, Carol Handley	1	1.4%
Other, Email	1	1.4%
Other, KNKX Website	1	1.4%
Other, Radio Garden	1	1.4%
Other, SELF	1	1.4%
Unknown	1	1.4%
Word of Mouth, a friend found this position online	1	1.4%
Word of Mouth, friend	1	1.4%
Word of Mouth, Jack Straw Studios	1	1.4%
Word of Mouth, Kari Plog	1	1.4%
Word of Mouth, KNKX emal list	1	1.4%
Word of Mouth, Parent	1	1.4%
Word of Mouth, Terrel Hollins	1	1.4%
Internet/Job Board, Indeed.com	1	1.4%
Internet/Job Board, KNKX website	1	1.4%
Internet/Job Board, LinkedIn	1	1.4%
Internet/Job Board, News from the office of film and music	1	1.4%
Internet/Job Board, publicmediajobs.org	1	1.4%
Internet/Job Board, Google Jobs	1	1.4%
Internet/Job Board, cpb.org	1	1.4%
Internet/Job Board, facebook	1	1.4%
GlassDoor.com - AdCode: GlassDoor6487	1	1.4%
Google.com	1	1.4%
https://www.knkx.org	1	1.4%
Email	1	1.4%
Employee Referral, Ashley Gross	1	1.4%
Company Website, https://www.knkx.org	1	1.4%
Company Website, https://www.knkx.org/open-positions	1	1.4%
<b>Total</b>	<b>73</b>	<b>100%</b>

Exh. <sup>Share</sup> 12 A

Email Opening

**TITLE News Director**

**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 News Director oversees KNKX's news-gathering efforts, providing timely, high-quality news and feature coverage. This includes daily news and ongoing enterprise coverage. The News Director also acts as the executive producer for KNKX's weekly news-feature program, Sound Effect, and supervises KNKX's news reporters, hosts and producers. This position reports to the Director of Content and works closely with that individual to ensure effective communication and coordination among the senior management team. Also works closely with the Digital Content Manager and the Director of Music Content on cross platform content and programming.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Collaborates with the Director of Content to articulate an overall vision for the newsroom and is actively involved in long range planning.
- Assigns and directs daily coverage, and enterprise stories.
- Operates as the news department's chief editor and executive producer; edits copy and tape, gives approval before air, and effectively delegates duties as necessary.
- Supervises, evaluates, and provides clear and constructive feedback and reviews for news staff.
- Assists in planning and implementing digital strategies with KNKX's Director of Content, Digital Content Manager, and Director of Music Content.
- Assists and advises the Director of Content on newsroom budgetary matters.
- Maintains strong professional relationships with NPR, PRNDI, and other journalism organizations.

**WE ALSO RECOMMEND**

**OTHER JOBS WITHIN SAME CATEGORY**

-- None found -  
-

**OTHER JOBS WITHIN 60 MILES**

-- None found -  
-

- Plays an active role in KNKX on-air fund drives (pitching and producing).
- Serves as a substitute, local on-air host for KNKX news programs.
- Works with production and traffic departments to write, edit, produce, and schedule news promos.
- Understands and supports the KNKX Mission Statement, the KNKX Principles and Values Statement, and KNKX's Long Range Plan.
- Perform other duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, organize and implement news coverage and work effectively within tight deadlines.
- Establish and maintain cooperative and effective working relationships with coworkers.
- Must have the ability and commitment to exercise vigorous and sensitive managerial leadership.
- Knowledge of media/audience data analysis.
- Demonstrable leadership, managerial and organizational skills.
- Knowledge of journalistic ethics and standards. Specifically, the standards of NPR.
- Knowledge of the latest news trends and news audience research.
- Skill producing in-depth news, using thorough research and clear writing for online and broadcast, including the ability to voice scripts and serve as a news host.
- Ability to critically edit news stories.
- Ability to work under deadline, make the best of limited resources, attend remote events, and respond effectively to diverse and changing circumstances.
- Skills and ability to use (and adapt to new) basic news technology, including computers and digital recording and editing.
- Ability to run a studio board and host a live news program.
- Ability to record interviews and other news events.
- The individual must possess these skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

#### REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Minimum five years of experience as a News Director.

#### PREFERRED QUALIFICATIONS:

- Experience managing a newsroom in a mid-size or major market.
- Experience as a radio reporter.
- Experience using a newsroom content management system (Newsboss).
- Experience managing a union shop.
- Deep understanding of the public radio system.

**KNKX, Seattle/Tacoma, WA  
News Director Search 2019  
Draft Ad Plan**

Exh. 12 B

**Livingston Associates' website, applicant tracking system and recruiting software**

<http://www.livingstonassociates.net/>

- Posting on Livingston Associates' website.
- Targeted email announcements to individuals in the candidate database.
- Google Hire: applicant tracking system and recruiting software; includes:
  - Google search results through Google for Jobs.
  - Posting to Glassdoor.

**Possible Paid Postings/Sources**

**Current Newspaper: online**

<http://www.current.org/>

30-day online posting with upgrades: Featured Status, Preferred and Spotlight, and Job Flash emails.

Cost \$343.20 \$429 before our discount

**Social Media – LinkedIn - Job Post**

Pay per click model: Delivers jobs across "networks" that members are part of; Jobs displayed for each user are targeted to match their LinkedIn profile.

Budget \$300

**Social Media – Campaigns**

**Twitter**

**Facebook**

Total Budget \$200 (\$100 each)

**JournalismJobs**

<http://www.journalismjobs.com/job-listings>

35-day online posting plus promoted on their social media accounts.

Cost \$100

**KNKX, Seattle/Tacoma, WA  
News Director Search 2019  
Draft Ad Plan**

**Poynter Institute**

<http://careers.poynter.org/>

30-day online posting

Cost \$239

**The Society of Professional Journalists**

<http://www.spj.org/mission.asp>

30-day online job posting package

Cost \$350 non-member; member \$250

**Online News Association**

<http://journalists.org/resources/career-center/>

30-day job posting

Cost \$300 Non-Member; Member \$200;

**Investigative Reporters & Editors**

<http://www.ire.org/jobs/>

6-week online posting

The posting will also be included in QuickHits, their bi-weekly digital newsletter that is sent to members and subscribers.

Cost \$150

**Mediabistro the pulse of media**

<https://www.mediabistro.com/jobs/>

30-day online posting

Cost \$297

**KNKX, Seattle/Tacoma, WA  
News Director Search 2019  
Draft Ad Plan**

**Possible Diversity Sources  
Most are journalism and/or media organizations**

**National Association of Black Journalists (NABJ)**

<http://nabjcareers.org/>

30-day online posting

Cost \$150

**National Association of Hispanic Journalists (NAHJ)**

<http://www.nahjcareercenter.com/recruiters>

(Appears as the Professional Diversity Network on the credit card bill)

60-day online posting

Cost \$150

**Asian American Journalists Assoc. (AAJA)**

<http://www.aaja.org/job-posting>

30-day online posting

Cost \$150

**Native American Journalists Association (NAJA)**

<https://najanewsroom.com/>

30-day online posting plus Newsletter Combo; listing link in the NAJA newsletter

Cost \$150

**JournalismNext – Jobs and Community for Journalists of Color**

<https://www.journalismnext.com/>

online posting

JournalismNext said that they have more than 10,000 registered users

Cost \$89.95



**KNKX, Seattle/Tacoma, WA  
News Director Search 2019  
Draft Ad Plan**

**More Possible Paid Sources**

**Idealist**

<http://www.idealist.org/>

30-day online posting

Cost \$110

**Editor & Publisher**

<http://jobs.editorandpublisher.com/jobs/about-us/>

<https://www.editorandpublisher.com/about-us/>

Editor & Publisher is the authoritative journal covering all aspects of the newspaper industry, including business, newsroom, advertising, circulation, marketing, technology, online and syndicates.

35-days online

Cost \$75

Print & Online Package

Cost \$125

**FOLIO**

<http://www.foliomag.com/>

Folio is dedicated to providing magazine publishing professionals with the news, insights, and best practices to keep them in tune with today's media industry trends. We have a wide range of resources to help you stay on top of the latest news and find real solutions that help you drive revenue including our website, our newsletters, Folio: magazine, awards programs, webinars, conferences and networking events—see for yourself.

45-day online posting

Cost \$269

45-day online posting, Jobs E-letter, FOLIO: Alert

Jobs E-letter runs 1x & FOLIO:Alert runs 1x - 100 words or less

Cost \$319

**KNKX, Seattle/Tacoma, WA  
News Director Search 2019  
Draft Ad Plan**

**Radio Ink**

<https://radioink.com/>

30-day online posting; if the position does not fill in 30 days, they will post again for free

Cost \$97

**EntertainmentCareers**

<http://www.entertainmentcareers.net/sbjobs/>

30-day online posting including a direct link and featured (for 2 weeks).

Cost \$74 (There are also many upgrade options)

**The National Association of Broadcasters Education Foundation (NABEF)**

<http://www.nabef.org/>

Their job board is called Broadcast Career Link (powered by ymcareers)

<https://jobs.broadcastcareerlink.com/>

30-day online posting

Cost \$250; \$345; \$415

**Public Media Industry Sources**

Free or member based

**Corporation for Public Broadcasting (CPB)**

<http://www.cpb.org/jobline/>

online posting

**PRNDI**

<http://prndi.org/term/jobs-0>

online posting

**Greater Public**

<http://greaterpublic.org/job-line>

online posting

**KNKX, Seattle/Tacoma, WA  
News Director Search 2019  
Draft Ad Plan**

**National Educational Telecommunications Association (NETA)**

<http://www.netaonline.org/Professional-Development/Public-TV-Careers>  
online posting

**Radio Program Directors Association (PRPD)**

<https://prpd.org/>

online posting

Members can log in and post the position to the PRPD site.

**Industry Listserv Announcements**

- Pubradio
  - [pubradio@lists.pubradio.org](mailto:pubradio@lists.pubradio.org)
- PRADO
  - [PRADO@listserv.syr.edu](mailto:PRADO@listserv.syr.edu)

**Public Media Business Association (PMBA)**

<http://www.pbma.org/node/312>

online posting

**Latino Public Radio Consortium (LPRC)**

<https://latinopublicradioconsortium.org/station-services/public-media-jobs/>

online posting

**Western States Public Radio**

<https://www.wspr.org/>

online posting

**Public Media Women in Leadership**

Facebook Group

**KNKX, Seattle/Tacoma, WA  
News Director Search 2019  
Draft Ad Plan**

**Other Free Sources**

(various reaches) Livingston Associates may post to some of these

**Washington State Association of Broadcasters (WSAB)**

<https://wsab.org/>

online posting

WSAB provides radio and television broadcasters in the Pacific Northwest with the opportunity to post their current job vacancies on its Careers Page. See instructions here: <https://wsab.org/overview/>

**National alliance of State Broadcasters Association (NASBA)**

<http://www.nasbaonline.net/>

online posting To post with the NASBA, a password is needed from WSAB, instructions here: <https://wsab.org/overview/>

Wrote RTDNA to see if there are any members

**Radio Television Digital News Association (RTDNA)**

[http://www.rtdna.org/channel/find\\_a\\_job](http://www.rtdna.org/channel/find_a_job)

30-day online posting

Free if the station has any members; Cost \$50 non-member

**The Emma Bowen Foundation**

<http://www.emmabowenfoundation.com/jobs>

online posting

**Berkeley Journalism (UC Berkeley Graduate School of Journalism)**

<https://journalism.berkeley.edu/jobs/>

<https://www.wspr.org/>

online posting

**KNKX, Seattle/Tacoma, WA  
News Director Search 2019  
Draft Ad Plan**

**The National Academy of Television Arts & Sciences**

<http://emmyonline.org/>

<http://jobbank.emmyonline.org/>

online posting

**National Association for Multi-Ethnicity in Communications (NAMIC)**

<http://namic.com/>

online posting

**The Alliance - The ALLIANCE for Media Arts + Culture**

<http://www.thealliance.media/job-bank/>

online posting

**Free Media Sourcing**

(Predominantly commercial) Livingston Associates may post to some of these

**AMFM Jobs**

<http://www.amfmjobs.com/>

online posting

**TV and Radio Jobs**

[http://tvandradijobs.com/cgi-bin/classifieds/classifieds.cgi?add\\_item\\_button=on](http://tvandradijobs.com/cgi-bin/classifieds/classifieds.cgi?add_item_button=on)

online posting

**All Access.com**

<http://www.allaccess.com/forum/viewforum.php?f=10>

online job forum / board

**RADIO ONLINE**

[http://jobs.radio-online.com/cgi-bin/rol.exe/jobs\\_list](http://jobs.radio-online.com/cgi-bin/rol.exe/jobs_list)

online posting

**KNKX, Seattle/Tacoma, WA  
News Director Search 2019  
Draft Ad Plan**

**KNKX's  
Posting Responsibilities (Possibilities):**

*KNKX is committed to equal employment opportunity*

**\*\*\*Required Sources for EEO Compliance**

Livingston Associates recommends that you post in all the established sources for KNKX's EEO Hire Compliance Plan.

**NOTE:** Please just let Livingston Associates know if we can help with these postings.

**Local Postings:**

There may be local places KNKX always posts jobs; for example, local newspapers or job boards (these may be part of your present plan).

**American Society of News Editors (ASNE) – Any members?**

[http://asne.org/jobs\\_search.asp](http://asne.org/jobs_search.asp)

Members can post to this site – sign into your ASNE account and post at “My Job Listings”

Exh. ~~129~~ 13A

Email Opening

TITLE **Digital Content Manager**

**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 Digital Content Manager coordinates and edits digital editorial content for KNKX, working closely with the News Director, Digital Media Manager, and Director of Music Programming. Acts as an agenda setter and guide for the music and news departments on multi-platform content strategy. Works with KNKX staff to select, repurpose, and/or write content for digital distribution. Works with News, Development, and Music departments to schedule and maintain social media content. Designs and oversees the creation and execution of short and long-term online editorial projects. This is a full-time position and reports to the Director of Content. SALARY RANGE \$55K - \$65K.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Assign, edit, manage, update, and publish daily website, social media, and podcast content.
- Write, report, and produce original web content. Pitch stories.
- Transform radio stories into engaging digital content.
- Experiment with a variety of content distribution platforms and adapt and revise content strategy based on user behavior, and new technologies.
- Monitor audience metrics and adapt content to increase users and maximize engagement.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of all facets of digital production and social media, including writing for web, editing text and audio,

**WE ALSO RECOMMEND**

**OTHER JOBS WITHIN SAME CATEGORY**

-- None found -  
-

**OTHER JOBS WITHIN 60 MILES**

-- None found -  
-

some graphic design and HTML desired, photography and audio/video production.

- Knowledge and understanding of content management systems.
- Excellent writing, editing and proofreading skills. Demonstrated expertise in the mechanics of Standard English grammar and knowledge of AP style.
- Ability to set goals and meet deadlines.
- Strong understanding of journalistic standards and effective news and music storytelling.
- Ability to track multiple projects, work under deadline pressure, communicate across departments, and respond effectively to diverse and challenging circumstances.
- Ability to communicate metrics to various constituencies, including staff, Board of Directors, and sales team.

**POSITION REQUIREMENTS**

**REQUIRED QUALIFICATIONS:**

- 3 years experience as a journalist, including working in an online environment.
- Bachelor's Degree or equivalent work experience.

**PREFERRED QUALIFICATIONS:**

- Strong knowledge of AP and NPR Style.
- Broad knowledge of regional issues and current events.
- On-air reporting experience.

This is an AFTRA union position, membership is required.

**To Apply: Include resume, cover letter and at least 3 links to examples of your work along with the application.**

**OPEN DATE** 8/6/2018

**CLOSE DATE** 9/11/2018

**LOCATION** Seattle Office

**FULL-TIME/PART-TIME** Full-Time

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

**SHIFT**

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**THIS POSITION IS CURRENTLY NOT ACCEPTING APPLICATIONS.**

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



# Exh. 13B

## Sourcing - Summary of Specific Source

Limit by: Positions Selected: Digital Content Manager

Specific Source	Number of Applications	Percentage of Total
Indeed.com - AdCode: Indeed6487	35	49.3%
Internet/Job Board, Indeed	4	5.6%
GlassDoor.com - AdCode: GlassDoor6487	2	2.8%
https://t.co/JSOIB8zVjQ	1	1.4%
indeed.com	1	1.4%
Internet/Job Board, Corporation for Public Broadcasting	1	1.4%
Internet/Job Board, CPB Jobline	1	1.4%
Internet/Job Board, CPB.org/jobline	1	1.4%
Internet/Job Board, current.org	1	1.4%
Internet/Job Board, google &quot;npr jobs seattle&quot;	1	1.4%
Internet/Job Board, http://www.knkx.org/open-positions	1	1.4%
	1	1.4%
Company Website, KNKX website	1	1.4%
Company Website, KNKX.org	1	1.4%
Employee Referral, Ariel Van Cleave	1	1.4%
Employee Referral, Will James, Erin Hennessey	1	1.4%
Facebook - AdCode: facebook	1	1.4%
Internet/Job Board, knkx.org	1	1.4%
Internet/Job Board, LinkedIn	1	1.4%
Internet/Job Board, Online News Association	1	1.4%
Internet/Job Board, Public Media Journalists Facebook page	1	1.4%
Internet/Job Board, Word of Mouth, Informational interview	1	1.4%
Newspaper, test	1	1.4%
Other, Indeed.com	1	1.4%
Other, Personal Research	1	1.4%
Word of Mouth, A friend saw the job posting on Twitter	1	1.4%
Word of Mouth, Colleague who works in public radio	1	1.4%
Word of Mouth, Coworker at Crosscut Lilly Fowler	1	1.4%
Word of Mouth, KNKX's financial team	1	1.4%
Word of Mouth, Levi Pulkkinen, Simone Alicea	1	1.4%
Word of Mouth, LinkedIn personal recommendation	1	1.4%
Word of Mouth, Referral from several friends & Twitter	1	1.4%
Word of Mouth, Will James	1	1.4%
<b>Total</b>	<b>71</b>	<b>100%</b>

Exh. 14A

Email Opening

**TITLE Major Gifts Officer****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.

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**DESCRIPTION****GENERAL DESCRIPTION:**

The Major Gifts Officer works to support the major gift Leadership Circle (\$1,500+) portfolio management efforts and activities for KNKX. This position provides critical support for donor events, solicitations, and communication, as well as on-air drive activities. Salary Range: \$65,000 - \$70,000 DOE.....

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage a dedicated portfolio of donors and prospects within moves management (includes individuals, businesses, family foundations)
  - Act as primary relationship manager for donors and prospects with an estimated capacity to make gifts of \$5k - \$10k.
  - Reach or exceed annual fundraising goals.
  - Maintain an active donor engagement schedule, traveling as necessary to various parts of Western Washington to visit major and planned giving donors and prospects.
  - Strategically cultivate, solicit, and steward donors and prospects with a focus on deepening donor relationships and identifying the best way to connect them with KNKX and funding opportunities.
- Identify and qualify new prospects to ensure the growth of the KNKX donor pool (includes individuals, businesses, family foundations)
- Work effectively and strategically with development and station leadership to enable meaningful donor interactions.

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

-- None found -  
-

**OTHER JOBS WITHIN 60 MILES**

-- None found -  
-

- Plan, implement and host events and activities for individual and planned giving donors, locally and throughout Western Washington.
- Implement and execute strategy for moving existing donors up the giving ladder.
- Develop written plans, proposals, reports, solicitations, and other donor communications.
- Work with Director of Major and Planned Giving on efforts to expand the planned giving program (Lifetime Listener Society).
- Report donor activities and relevant interactions using donor database including cultivation, solicitation and stewardship of prospective and current individual major donors.
- Provide regular updates and reports on prospect management and fundraising results.
- Support case development for program funding, and advance the organization's philanthropic role and profile in the community.
- Other duties as assigned.

#### **DESIRED SKILLS AND ABILITIES:**

- Fundraising skills and knowledge of donor cycle, fundraising best practices and the donor code of ethics in fundraising and goal-setting.
- Knowledge of and experience in moving donors along the giving cycle from identification to stewardship.
- Ability to work with a variety of people.
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the organization.
- Interest in media, journalism and music and a dedication to promoting the organization's fundraising priorities through developing excellent relationships across departments.
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies
- Demonstrated ability to develop case statements and donor proposals.
- Excellent interpersonal relationship skills.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and sensitivity in relation to information and documentation.
- Ability to work independently.
- Attention to details and ability to maintain detailed and accurate records.
- Collaborative and successful at working within a team and across an organization.
- Ability to develop strategic long-term donor relationships while achieving bottom-line results.
- Ability to manage multiple projects simultaneously and effectively manage his/her time and workloads.
- Ability to maintain an even personality under pressure and in a high energy environment.

#### **POSITION REQUIRED QUALIFICATIONS: REQUIREMENTS**

- Minimum of a Bachelor's Degree.

- 4-6 years of major gifts experience and a strong understanding of prospect management, major donor cultivation, solicitation and stewardship.
- Proficiency with constituent management and fundraising software.
- Microsoft Office experience with strong word processing and spreadsheet skills.
- Must have reliable transportation.
- Must be able to participate in donor events, including occasional evenings and weekends, and travel to donor meetings throughout Western Washington.

**PREFERRED QUALIFICATIONS:**

- Working knowledge of various planned giving vehicles (e.g., bequests, gift annuities, trusts, etc.) Previous experience working in an environment with an established planned giving program, a plus.
- Interest in and passion for Public Media.

**OPEN DATE** 5/21/2019

**CLOSE DATE** 6/27/2019

**LOCATION** Tacoma Office

**FULL-TIME/PART-TIME** Full-Time

**EXEMPT/NON-EXEMPT** Exempt

**SHIFT** -not applicable-

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**THIS POSITION IS CURRENTLY NOT ACCEPTING APPLICATIONS.**

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