

Radio Catskill

Radio Catskill is seeking a Development Associate to assist with fundraising and administration. This is a great opportunity for an early career non-profit fundraiser to work with a small, collaborative team and gain valuable experience in the field.

We're a public radio station serving the Catskills and Northeast Pennsylvania with a focus on local news, culture, and NPR. The Development Associate joins at an exciting time in Radio Catskill's history, as it acquires the assets of WIOX Community Radio in Roxbury and expands its broadcast footprint considerably (pending FCC approval).

What You'll Do

The Development Associate helps to foster the positive organizational structure and link the cultures of WIOX and Radio Catskill. This is a position for an energetic, detail-oriented person who has experience with non-profit operations and fundraising (or a related field), and an interest in engaging the community. The DA reports to the Director of Development and Operations (DoD) and assists them with gift and underwriter research and solicitation, donor management, data entry, office management, and other priorities, as needed, with an emphasis on managing the Roxbury office.

Key Responsibilities

- Draft and send donor communications, including acknowledgement letters
- Assist with data entry, cleanup, and reporting in Bloomerang CRM
- Research potential underwriters and grant opportunities, cultivate prospects, and solicit funding, as appropriate
- Maintain and build relationships with existing underwriters and assist in managing the renewal calendar, soliciting renewals, as appropriate
- Support the execution of on-air fundraising drives and other campaigns, including mailings, acknowledgments, and premium fulfillment
- Build and maintain relationships with individual donors and prospects, with an emphasis on the WIOX listening area
- Assist in the planning and execution of fundraising, donor cultivation, and community events
- Answer phones, emails, and other inquiries, forwarding to staff as needed and serving as the main point of contact for the Roxbury office
- Assist with gift entry and bank deposits
- Maintain office supply inventory in Roxbury, ensure the cleanliness of general office spaces, and interact with custodial services
- Assist with volunteer coordination and scheduling
- Assist the DoD in other areas, as needed

What We're Looking For

- Experience in fundraising or related field preferred
- Excellent written and verbal communication skills
- Some familiarity with Bloomerang or other donor management software
- Strong organizational and multitasking abilities
- Ability to work independently and as part of a team
- Experience with event planning and coordination
- Attention to detail and accuracy
- Bachelor's degree or equivalent work experience
- Proficiency in Microsoft Office Suite
- Strong analytical and problem-solving skills
- Ability to maintain confidentiality of donor information
- Enthusiastic about the mission and goals of Radio Catskill
- Willingness to work flexible hours, including some evenings and weekends

About the Role

This is a **part-time, hybrid position** (20 hours per week, \$20 per hour), with the Development Associate splitting time between the Roxbury and Liberty studios and working remotely, if desired (details to be determined upon hire). Additional flexibility, including occasional evenings or weekends, is expected.

To Apply

Send cover letter, resume, and one writing sample to mimi@wjffradio.org. No phone calls, please.