



COMPANY: KSPS PUBLIC TELEVISION
LOCATION: SPOKANE, WA
PRIMARY INDUSTRY: TV
POSITION: NEWS: MAJOR GIVING OFFICER
SALARY RANGE: \$26.44 - \$31.25/hr
OPEN DATE: 12/30/24
CLOSE DATE: When filled

Description

KSPS Public Television provides programs and events that entertain, engage, and educate to enrich all the communities we serve. As the Corporate Underwriting Officer, you will play an integral role in achieving KSPS PBS's fundraising goals. Your work will involve engaging with sponsors and prospects, developing compelling fundraising strategies, and collaborating with multiple departments, board members, and senior staff. If you are a driven and strategic fundraising professional passionate about public media, we invite you to apply for this exciting opportunity. *Please submit both a cover letter and resume with your application.

Job Summary

The KSPS PBS team seeks a passionate, creative, motivated Corporate Underwriting Officer to oversee and contribute to essential fundraising efforts. This position will be responsible for prospecting, identifying, cultivating, soliciting, and stewarding corporate underwriters and sponsors to support the organization's mission. The successful candidate will develop and implement solicitation strategies for each corporate contact, prepare written proposals and informational materials, and maintain a working knowledge of corporate philanthropy instruments. As part of the expanding development team, they will report to the Director of Development and collaborate with another Corporate Underwriting Officer to achieve the organization's fundraising objectives while contributing to overall organizational planning and development.

Salary Range is \$26.44 - \$31.25/hr depending on experience

Full-time, non-exempt

Job Duties/Responsibilities

1. Identify, Cultivate, and Solicit Corporate Donors:

Cultivate and steward a portfolio of current and prospective corporate underwriters. Develop individual strategies for business owners with the linkage, ability, and interest to sponsor or underwrite KSPS PBS's programs and initiatives.

Manage solicitation meetings and other visits in collaboration with the Development Director and other members of the staff and/or board of directors, as appropriate.

Accurately maintain, track, and integrate all donor interactions and future planning.

Make regular “thank you” calls and emails to corporate underwriters.

Create and process prompt thank you letters.

Write scripts and actively liaise between the Production department and the client to manage underwriting message content and approval.

Manage all aspects of the corporate underwriting contract. Proposal writing, contract writing, tracking, ensuring deliverables, invoicing, and bill collection as necessary.

Work cross-departmentally with Production, Marketing, and Education to achieve station goals and ensure all promised contract deliverables are met.

Cohost donor events, working with members of development, production, and education teams, and execute multiple events of varying scopes throughout the year, including collateral design, sponsor solicitation, volunteer recruitment, and day-of support duties.

Act as a public face for the organization in the community, attending external nonprofit events and networking opportunities to meet with current and prospective donors.

2. Fundraising Strategy and Materials:

Create and manage a corporate underwriter stewardship plan to move sponsors up the pipeline through regular interactions and expressions of gratitude.

Develop content and design for regular e-newsletters to keep key stakeholders engaged.

Manage regular appeal communications, including writing polished and compelling copy for large-scale mailings and emails.

Generate personalized acknowledgment letters for corporate gifts.

Create corporate gift proposals and follow-up reports.

Prospect current and potential sponsors and engage with new sponsors as much as possible.

Track contributed income and cash flow monthly for individual corporations.

3. Board and Committee Support:

Provide administrative and strategic support to the Development Committee. Serve as a contact to the Development Committee of the Board of Directors, board members, and major donors.

Collaborate with board volunteers and senior staff to support corporate fundraising efforts.

Attend bi-monthly board meetings.

Requirements

To perform this job successfully, an individual must meet the minimum qualifications listed below. These qualifications are representative of the knowledge, skill and/or ability required to perform this job.

Education/Experience: to perform this job successfully, an individual must have:

Minimum of three (3) years of experience in nonprofit fundraising, development, or sales; equivalent education/experience considered.

Bachelor's degree in nonprofit administration, journalism, marketing, communications, sales, or related field preferred.

Strong knowledge of nonprofit marketing, development, and project management principles.

Ability to promote the benefits of investing in public media and the station to potential corporate underwriters.

Passion for the public media cause and avid interest in the nonprofit field.

“Soft Skills”—Ability to connect with potential underwriters, board members, current stakeholders, and more, emphasizing relationship-building.

Technological Skills—Mastery of donor databases, spreadsheets, charts, reports, email, electronic calendars, word processing, etc. Familiarity with cloud-based and remote work.

Experience working with diverse constituencies.

Self-starter with excellent project management skills to deliver high-quality results under pressure and tight deadlines.

Demonstrated problem-solving and analytical abilities.

Demonstrated creative and strategic thinking.

Excellent interpersonal and oral/written communication skills.

Have a valid driver's license and insurance.

Flexibility: Intermittent evening and weekend events and travel once or twice a year.

Physical Abilities: To perform this job successfully, an individual must be able to:

Regularly sit, stand, walk, talk, or hear

Frequently lift, pull/push, carry, grasp, reach

Occasionally climb, stoop/crouch, crawl, taste, or smell

Mental & Other Skills/Abilities: Adaptability, Analytical Ability, Dependability,

Interpersonal Skills, Mathematical Ability, Problem Solving Ability, Quality Management

Benefits

Salary Range is \$26.44 - \$31.25/hr depending on experience

Full-time, non-exempt

Regular Schedule (M-F, 8 am - 5 pm) up to 2 days/week remote

Up to 11 paid holidays (holiday must fall on a normally scheduled workday) or time and a half when working on the actual holiday

Vacation: 96 hours annually

Paid Sick Leave

Medical/Dental Insurance for employees (and optionally their families)

Life Insurance

Short and Long Term Disability

Retirement Benefits (401K Plan) - Once employee is eligible, Friends of KSPS contributes 3% annually.