



COMPANY: KSPS PUBLIC TELEVISION
LOCATION: SEATTLE, 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 Major Giving Officer, you will play an integral role in achieving KSPS PBS's fundraising goals. Your work will involve engaging with donors and prospects, developing compelling fundraising strategies, and collaborating with 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 rewarding opportunity. ***Please submit both a cover letter and resume with your application.**

Job Summary

The Major Giving Officer role is responsible for identifying, cultivating, soliciting, and stewarding major donors and planned gifts to support the organization's mission. This position is responsible for developing and implementing solicitation strategies for each donor and prospect, preparing written proposals and informational materials, and maintaining a working knowledge of planned giving instruments. As part of the expanding development team, this person will report to the Director of Development and collaborate with one other Major Giving Officer and one Planned Giving 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 Donors:

- Cultivate and steward a portfolio of 100-200 current and prospective major gift donors.
- Develop individual strategies for donors with the linkage, ability, and interest to give a major gift.
- Manage solicitation meetings and other donor visits in collaboration with the Development Director, and other members of the staff and/or board of directors, as appropriate.
- Accurately maintain and integrate all donor interactions and future planning in the donor database software.
- Make weekly "thank you" calls and emails to mid-level and major donors.

- Process weekly thank you letters as provided by development staff.
- Collaborate and plan a variety of donor events, working with members of the development, production, and education teams, and execute multiple events of varying scopes throughout the year, including collateral design, donor and vendor 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.
- Participate in one trip to Canada (Calgary and/or Edmonton) per year.

2. Planned Giving:

- Identify and engage new planned giving donors.
- Increase commitments for planned gifts.
- Develop strategies to solicit and steward donors for planned gift commitments.
- Maintain knowledge of current planned gift instruments and develop materials and strategies to support planned gift fundraising.
- Provide excellent stewardship for committed planned givers.
- Perform administrative tasks to manage the KSPS endowment.
- Perform administrative tasks to receive IRA donations.

3. Fundraising Strategy and Materials:

- Create and manage a donor stewardship plan to move major donors up the pipeline through regular interactions and expressions of gratitude.
- Develop content and design for quarterly donor e-newsletters to keep key stakeholders engaged.
- Manage bi-annual appeal communications, including writing polished and compelling copy for large-scale mailings and emails.
- Generate personalized acknowledgment letters for major gifts.
- Create major gift proposals and ROI reports.
- Prospect current and potential donors and engage with new donors as much as possible.
- Track contributed income and cash flow monthly for individual donors.

4. 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 leadership annual, major gift, and planned gift fundraising efforts.

5. Membership Development:

- Increase giving among the annual leadership giving society by developing individual strategies for donors contributing \$1,000+.

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 or 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 major donors.
- Passion for the public media cause and avid interest in the nonprofit field.
- “Soft Skills”—Ability to connect with potential donors, board members, current stakeholders and more, with an emphasis on 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.
- 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.

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