

Job Title: Development Director**Organization:** Marfa Public Radio**Location:** Anywhere**Closing Date:** 5/28/21

Job Description: MPR serves approximately 30,000 square miles of far west Texas, plus an online streaming audience worldwide. Our broadcast is a lifeline for news, information, education, the arts, and music, for free, 24/7. In 2019, Marfa Public Radio swept the Texas/Oklahoma category of the regional Edward R. Murrow Awards and has won 5 National Edward R. Murrow Awards since 2015. We believe the stories of Far West Texas are just as essential as stories from other parts of the country. We aim to be a model for rural public radio across the country by providing a service that is loved locally and recognized nationally. We are not your regular radio station. The Development Director leads the implementation of all fundraising activities to fulfill the mission of Marfa Public Radio. Development areas include: membership contributions, major giving, grants, and special events. The Development Director will work with the Executive Director to create and implement a fundraising plan and strategies that will meet our goal of increased revenue from membership, major donors, and foundations. The right candidate will have initiative, a strong work ethic, excellent people skills and judgement to coordinate and accomplish multiple detailed projects with competing priorities in a confidential, accurate, efficient, supportive, and professional manner.

Responsibilities:

- Prepare and execute a comprehensive 3-year fundraising plan to reach new and current development goals & objectives
- Coordinate and oversee annual membership activity, including annual appeals and end-of-year fundraising
- With Executive Director, set fundraising goals and appropriately communicate goals to staff
- Maintain a comprehensive development calendar for fiscal year
- Coordinate regular communication with members and donors via mail campaigns, email, and face-to-face relationships
- Implement major donor program ● Establish and maintain ongoing relationships with donors and foundations
- Regularly maintain accurate donor database ● With management team, fulfill end-of-year tax requirements to donors
- Regularly report to the staff and board on fundraising activity ● Coordinate special fundraising events
- Publicly represent Marfa Public Radio with professionalism, positivity, and genuine interest in the communities we serve
- Innovate and model new approaches to development
- Serve as a member of the Marfa Public Radio management team; participate in the implementation of the strategic plan and vision

- Seek ongoing enrichment of relationships through networking, outreach to business, civic engagement, involvement with the arts and education communities, and through membership organizations
- Expand Marfa Public Radio development efforts in the region, state, and nation
- May supervise some staff

Qualifications: Qualified candidates should be listeners of public radio. Previous work in public radio is not required but is a plus. Previous non-profit development experience is required. Though the position includes multiple areas of fundraising competence, candidates with a background related to one of the above development goals should apply.

- Highly organized and self-motivated team player who is professional, creative, and takes ownership of responsibilities
- Education or experience in development, marketing, non-profit management, communications, business, accounting, public relations, event management, small business ownership, or entrepreneurship
- Excellent written and verbal communication skills
- Ability to maintain positive, professional, and friendly relationships with community members and partners
- Strong computer skills with a demonstrated familiarity of computer systems and ability to learn new development and radio specific programs as required
- Proficiency in computer word processing, spreadsheets, and presentations
- Proficiency in online platforms such as email, shared drives, mass communications, and databases; experience with eTapestry or other membership databases preferred
- Ability to prioritize assignments and work independently on complex communication tasks
- Ability to adhere to deadlines
- Meticulous attention to detail
- A high degree of confidentiality
- Grant-writing, grant-management, and reporting experience
- Willing to periodically travel throughout West Texas, more broadly throughout the state, and some national travel
- Spanish conversation and writing skills a plus Marfa Public Radio is an equal opportunity employer.

Salary range: \$50,000-\$60,000.

How To Apply: To apply, email resume and letter of interest to: work@marfapublicradio.org.