



KRVM FINANCIAL SUPPORT II COORDINATOR

Position Summary

Ensure the sustainable growth and financial health of a non-commercial radio station. Includes development of revenue sources, including the growth and maintenance of an active underwriting list. Supervise underwriting representatives, help organize and participate in fund raising membership drives and pursue major donor and grant opportunities.

Distinguishing Characteristics

The KRVM Financial Support II Coordinator position is distinguished by knowledge of fund raising for a non-profit organization, ability to cultivate new prospects and provide good customer service to existing clients and customer base, create and implement annual development plan and strategy.

Supervisory Relationship

This position reports to the Radio Station Operations Manager. Recruits and supervises Underwriting Representative team.

Essential Functions

1. Create annual budget and administer steps to achieve budget.
2. Develop new business prospects and partnerships.
3. Supervise Underwriting Representatives.
4. Manage and Service Trade Accounts.
5. Follow FCC rules and guidelines regarding non-commercial underwriting messages.
6. Update and maintain database of existing clients and contacts.
7. Create copy, order schedule and other required paperwork for on-air schedules.
8. Monitor on-air product for placement and content of underwriting messages.
9. Develop, organize and implement fund raising activities or assist staff members with fund raising plans.
10. Develop sponsorship opportunities for prospective clients.
11. Participate as a member on the Friends of KRVM board.
12. Answer the phone, take messages, and assist walk in traffic when required.
13. Produce and secure sponsors for remote broadcasts, events and featured activities.
14. Help recruit and schedule volunteers for various fund raising activities.
15. Represent KRVM at various community events and meetings.
16. Assist with annual audit by compiling Trade/In Kind information.
17. Assist Program Coordinator with recruiting guests for Focus on Community segment.
18. Maintains regular and prompt attendance.
19. Perform other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to communicate, in both verbal and written form, the benefits of supporting KRVM.
2. Ability to generate and maintain revenue through underwriting and fund raising events.

3. Demonstrated proficiency using and maintaining client database.
4. Develop and maintain positive relationships with donors.
5. Ability to voice on-air messages and communicate live on-air when needed.
6. Ability to maintain confidentiality.
7. Ability to delegate responsibility and ensure accountability.
8. Ability to train and supervise volunteers.
9. Ability to work flexible hours, including evenings and weekends, as necessary.
10. Ability to work effectively with a socioeconomic, racially, culturally and linguistically diverse group.
11. General knowledge of FCC regulations applicable to non-commercial radio stations and underwriting rules.

Minimum Qualifications

1. High school diploma required, college degree preferred.
2. Substantial education and/or fund raising experience, preferably in a non-commercial organization.
3. Demonstrated ability to perform the requirements of the job.
4. Previous experience in a non-commercial radio station setting preferred, but not required.

Work Environment

Work is performed in a broadcast station facility.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Commission Structure/12-month
Revised by	Cambra Ward <i>KRVM Radio Station Operations Manager</i>
Approved by	Karen Hardin <i>Recruitment, Equity & Staff Development Administrator</i>
Last revised	March 2016

