

Overview:

If you're a professional with proven experience that's seeking more than a paycheck in a valuable profession, Boreal Community Media invites you to apply for our Development Director position. This position provides you the opportunity to work for a digital community media resource that thrives on working collaboratively and contributing to the connectivity of our community. We are seeking a game changer, someone that loves what they do and is motivated to share their knowledge and energy with our team, our sponsors and our overall community.

The Development Director plays a critical role in generating and maintaining revenue for Boreal Community Media through sales of sponsor underwriting (via paid on-line messaging and sponsored content), other revenue producing activities and special events. They also spearhead marketing and communications efforts for Boreal Community Media and provide digital marketing consulting to existing and potential sponsors and underwriters.

As an ideal candidate, you will bring experience balancing multiple priorities, and will have demonstrated self-starting initiative and the ability to work independently. In order to be successful in this role, you'll have exceptional organizational and communication skills, and will be able to positively interact with staff, board members, volunteers and supporters, showing resourcefulness, flexibility and a high level of professionalism.

Primary Duties:

- Manage membership: maintain sponsor and member database, cultivate sponsor relationships, make in-person sponsor underwriting calls and presentations, assist and advise in producing sponsor digital messaging, lead sponsor campaign management.
- Initiate and maintain underwriting accounts, e.g., maintain web banner advertising schedules and contracts, coordinate development of sponsor digital content, and handle client-billing details.
- Chief organizer of annual events: Annual Meeting, appreciation events and multiple fundraising events.
- Public relations, marketing and communication duties; e.g., media interviews, press releases, advertisements, premiums, promotional print materials, emails, mailings, website, and social media presence and content development.
- Maintain Development Department budget discipline.
- Work with other Boreal staff and volunteers to enhance the positive team efforts of Boreal in meeting our strategic goals.
- Assist Executive Director with grants and administrative issues when needed.

- Work with the Board of Directors and development committee to carry forward strategic plan.
- Other duties as assigned.

Requirements:

- Bachelor's degree, preferably in communications, marketing, non-profits or public administration.
- A minimum of five years' work related experience. Preferably in fundraising, marketing, sales, and events.
- Strong written and verbal communication skills, including public speaking.
- Strong computer skills covering databases, social media, Microsoft Office, digital graphic programs and experience with web based on-line content management software programs
- Collaborative team player willing to work evenings and weekends as necessary.
- Must be able to demonstrate attention to detail, ability to analyze information and problem solve, professionalism, organizational savvy, and commitment to confidentiality.
- Must work with other staff and the public in a professional and cooperative manner.

This is a part-time position, 15-30 hours a week, exempt. Salary range is negotiable.

To Apply:

Email a cover letter and resume with 3 professional references to office@boreal.org

Boreal Community Media is an Equal Employment Opportunity employer.