

POSITION GUIDE

Job Location:
WMHT
4 Global View
Troy, NY 12180

Title: Development Coordinator
Department: Development
Hours: M-F
Type: Full-Time, Non Exempt
Reports To: Director of Membership

WMHT Development Coordinator Job Description:

We are seeking an energetic, detail-oriented person with strong writing, researching and interpersonal skills to help WMHT grow its fundraising efforts, and to increase our donor engagement and stewardship efforts.

This position reports to the Director of Membership and will interact regularly with staff from many WMHT Departments, outside partners, and members of the WMHT viewing and listening public.

The successful candidate will have strong writing skills (writing samples required), an understanding of fundraising, strong organizational skills, be knowledgeable about WMHT and WEXT programming, proficiency with MS Word and MS Excel, Google Docs, Photoshop, Illustrator and InDesign, and Canva. As well as a working understanding of proper design principles and a willingness to become proficient on WMHT's database/CRM, NGO Connect and SendGrid.

Specific Duties:

- Coordinate on air fundraising campaigns for WMHT-TV, WMHT-FM and WEXT.
- Gather information for, and write, the fundraising-based donor communications for WMHT-TV, WMHT-FM, and WEXT.
- Write weekly E-newsletters for WMHT TV, WMHT FM and WEXT.
- Create monthly TV schedule (program) guide to mail to members.
- Research and write grants to secure funding for WMHT projects.
- Assist with customer service as needed.
- Other duties as assigned.

The yearly salary range is \$34,000 - \$40,000

Primary series COVID vaccine required. Request for accommodations due to medical or religious reasons may be submitted.

To apply, please email a cover letter, resume and writing samples to vbelden@wmht.org or mail to:

**Valerie Belden
WMHT
4 Global View
Troy, NY 12180**

WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.