

**WTCI, The Greater Chattanooga Public Television Corporation, is currently seeking to fill the position of**

**Part Time Administrative Assistant**

**Please submit resume and cover letter to:**

**WTCI**

**Human Resources**

**7540 Bonnyshire Drive**

**Chattanooga, TN 37416**

**jobs@wtciTV.org**

**At WTCI PBS, we believe that every family in the Tennessee Valley deserves great media – so for the past 50 years, we’ve strived to provide people of every age and interest with a classroom, a passport, and a stage for the arts. And now you have an opportunity to join our team! WTCI PBS is hiring a part time Administrative Assistant to join our Development team, an individual who, under the supervision of the Director of Development, can communicate the value of WTCI PBS to donors, foundations, and corporate partners in the Tennessee Valley.**

**Summary:** Under the direction of the Director of Development, the Administrative Assistant is responsible for the entry and receipt of all donations received. They will work directly with the Assistant Director of Development (ADD) to complete data cleanliness projects, mailings, and other tasks as assigned. This key position provides support to the development department.

**Duties and Responsibilities:**

- Process all daily donations into the CRM (Customer Relationship Manager) and deliver summary reports to the business office.
- Assist ADD with month-end closing, including providing the business office with a monthly summary of donations received by category and type.
- Maintain accurate donation data and communication tracking.
- Enter accurate data into the CRM to ensure development requests are met and that regular reports on giving trends, analysis of efforts, and exact membership records and data are available.
- Serve as second contact for all Donor calls and forward to the appropriate persons or departments.
- Communicate donor comments and concerns to appropriate departments as needed.
- Ensure that members receive Passport activation information.
- Coordinates weekly thank you letters to donors with the ADD, Director of Development and President.
- Enters notes in the donor database and communicates donor information and issues to the ADD daily.
- Reach out to donors with declined credit cards, and EFT returns for updated info.
- Assist the ADD with CDP membership reporting on a timely basis.
- Assist in membership mailing and list mergers and distribution as needed.
- Provide membership reports as requested.

- Enter Breaks and premiums into CRM for pledge drives.

**Qualifications and experience:**

- Preferred two-year college degree with at least two years of data entry experience.
- Database experience.
- Highly organized self-starter with strong time management skills and excellent attention to detail.
- Ability to take direction as well as be an enthusiastic team player.
- Ability to meet deadlines as required.
- Strong working knowledge of Microsoft Office.
- Strong judgment, sense of ethics, integrity, and accountability.
- Passion for and knowledge of public media and its mission.

This position is a part-time hourly position working in-person at WTCI on Tuesday, Wednesday, and Thursday each week, \$15/hour, 20 hours per week.

**All interested candidates must submit a resume and cover letter for consideration.**

**WTCI is an Equal Employment Opportunity Employer**