

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

**Director of Development**

**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 Director of Development, an individual who can communicate the value of WTCI PBS to donors, foundations, and corporate partners in the Tennessee Valley.**

**Position Summary:** The Director of Development reports directly to the President, and works closely with the Board of Directors and the Community Advisory Board, as well as all members of the executive staff. This person must possess strong team building skills as well as development and marketing expertise. The position carries personal responsibility for cultivation of foundation and major donor support as well as development and supervision of all means of fundraising for WTCI. The successful candidate will also act as the staff point person on the Development Committee and the Planned Giving Committee of the Board of Directors. The position contributes to WTCI’s mission by expanding and diversifying public and private support for WTCI. The Director of Development manages the development department and membership staff as assigned.

**Organizational Structure**

- Reports to President and CEO
- Direct Reports
  - Manager of Donor Services
  - Manager of Corporate Support
  - Manager of Educational Content and Services

**Essential Job Responsibilities**

- Develop an annual plan for the cultivation and solicitation of major gifts including an appropriate budget for the program.
- Direct research to identify major gift prospects and obtain information concerning financial capability, special interests, past history and current connections with the institution, close friends and advisors, and financial contributions to other causes.

- Direct assignment of prospects to appropriate persons – trustees, key volunteers, CEO, and other top administrators – and work to chart plans and timetables for each prospect to include cultivation, involvement, solicitation, and appropriate acknowledgement and follow-up.
- Maintain timetable, checklist, and reporting system to track who is responsible for the current “move” for each prospect, the last action taken, and the next steps.
- Lead reporting sessions with CEO, staff, and the Executive and Development Committees of the Board of Directors to maintain focus on the progress of the major gift effort.
- Organize and direct capital/endowment campaigns when organization priorities dictate a campaign.
- Develop all materials, strategies, proposals, presentations, reports, etc. in accordance with PBS guidelines
- Manage the annual fundraising efforts in support of WTCI.
- Develop growth strategies that meet the annual and capital fundraising goals
- Grow the volunteer base
- Develop an excellent understanding of the organization, its programs, goals and vision, and be able to articulate these in a compelling and ethical manner to donor prospects
- Represent WTCI at all times professionally and adhere to WTCI confidentiality and ethics procedures
- Manage the Development team including Membership, Special Events, and fundraising efforts
- The position requires regional travel and may require travel to national PBS meetings
- Other duties as assigned by President and CEO

**Qualifications:**

- Five to seven years of experience with direct fundraising activities, with significant knowledge of major giving, and annual/capital campaigns.
- Ability to develop and manage the systems, procedures and strategies to secure public and private major gifts. (experience with donor software preferred)
- Experience in recruiting, managing and motivating volunteers
- Experience working with boards and community leaders
- Effective interpersonal, organizational, written and verbal communication skills
- Interacting professionally with diverse individuals of means, including donors, trustees, and volunteers

**Minimum Qualifications:**

- Bachelor’s degree
- MS Office, Word, Access, Excel
- Membership/Donor database management experience

This position is a full-time exempt position. Salary is commensurate with experience.

**All interested candidates must submit a resume and cover letter for consideration including salary range requirements.**

**WTCI is an Equal Employment Opportunity Employer**