



## **Virgin Islands Public Broadcasting System**

### **VACANCY NOTICE** **Development Office Special Assistant**

Unclassified/Exempt  
Location: St. Thomas, US Virgin Islands

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The Virgin Islands Public Broadcasting System has an opening for Development Office Special Assistant on the island of St. Thomas. The successful candidate will be responsible for assisting the Director of Development and Fundraising in the development initiatives of the department and in the execution of special projects as directed. The individual should have a proficient working knowledge of Microsoft Office, specifically Power Point, Excel and Word.

#### **Duties and Responsibilities:**

- Make presentations to donors, organizations, groups, and corporations about the System's development and fundraising initiatives.
- Manage contracts and agreements for Underwriters; solicit advertising and underwriting for the System.
- Prepare financial reports and other relevant reports for the department.
- Assist with the development of new programs and activities to acquire new donors to meet departmental goals.
- Manage the donor process for the department; manage development and fundraising projects/initiatives.
- Prepare grants and write proposals.
- Coordinate and organize development activities and events.
- Conduct research on prospective corporations, foundations, and individual donors.
- Manage the Customer Relations Management software for the Development Office.
- Assist in the design and development of media materials for distribution.
- Develop creative internet marketing tools with the use of email blasts, Facebook, YouTube, and other social networking tools.
- Organize meetings and events for community outreach, volunteer activities and staff teams.
- Manage all aspects of Langford the Mascot.
- Manage the inventory and promotional items for the department.

### **Qualifications:**

- High School Diploma, plus five (5) years of experience in an administrative position; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job.

### **Other Requirements:**

- Strong written, oral, and interpersonal communication skills.
- Excellent writing skills; good organizational and administrative skills.
- Prior non-profit, fundraising, donor relations and events planning experience.
- Proficient in Microsoft Office; and fundraising and donor software (i.e. Raiser's Edge, Blackbaud, etc.);
- Ability to present information concisely and effectively, both verbally and in writing.
- Proven track record in face-to-face soliciting, initiating, developing, and fostering relationships with individuals, corporations, and foundation donors.
- Strong project management skills to produce quality results in a timely manner.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a fast-paced environment.
- Highly detail-oriented, organized, and motivated.
- Flexibility in schedule (ability to work evenings and weekends for special events, and other activities)
- Ability to lift 30 pounds.
- Ability to drive and must have a valid USVI Driver's License.

**Interested applicants are required to submit a cover letter, resume and three (3) current professional letters of recommendation to:**

Director of Human Resources  
Virgin Islands Public Broadcasting System  
P.O. Box 7879, St. Thomas, VI 00801  
Via Email: [hr@wtjx.org](mailto:hr@wtjx.org)

Visit our website at: <http://www.wtjx.org/employment>

**Application Deadline: Open until filled**

*Virgin Islands Public Broadcasting System is an Equal Opportunity Employer*