



VIRGIN ISLANDS

PUBLIC BROADCASTING SYSTEM

WTJX-TV | WTJX-FM 93.1

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Virgin Islands Public Broadcasting System

Director of Development and Fundraising

Location: St. Thomas, Virgin Islands

Unclassified/Exempt Employee position

The Virgin Islands Public Broadcasting System has an opening for a Director of Development and Fundraising on the island of St. Thomas. The successful candidate will be responsible for all fundraising/underwriting activities, as well as increasing and maintaining memberships for the System.

Duties and Responsibilities:

- Plans, coordinates, and directs activities to secure and maintain underwriting for PBS, national and local programming from various entities.
- Negotiates final agreements with funding representatives.
- Supervises the implementation of all development initiatives.
- Coordinates strategies with membership and underwriting colleagues to secure corporate, foundation, government, and private funding for the station's operations and programs.
- Evaluates fundraising process, analyze results, and make recommendations to increase effectiveness.
- Reviews membership response to fundraising methods and programming decisions.
- Monitors nationwide and regional sales and marketing trends and maintains industry contacts.
- Develops, organizes, and coordinates on-air fundraising campaigns.
- Develops and coordinates grant funding programs and discuss program requirements and sources of funds available with CEO.
- Writes grant applications and submit applications to funding entities.
- Meets with representatives of funding sources to work out details of proposals.
- Reports regularly to the CEO on membership activities and plans.
- Manage contracts and agreements for Underwriters; solicit advertising and underwriting for the System.
- Prepare financial reports and other relevant reports for the department.
- Manage all aspects of Langford the Mascot.
- Manage the inventory and promotional items for the department.

Qualifications:

- Bachelor's degree in Marketing or a related field with five (5) years of experience in advertising, promotions or fundraising for a major business, activity, or event. In lieu of a degree, 6 - 8 years of experience in advertising, promotions or fundraising for a major



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business, activity, or event; *or* any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job.

- Must have former experience with fundraising for a non-profit organization.
- Ability to work flexible hours including weekends and evenings.
- 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

or via Email to:hr@wtjx.org

Application Deadline: Open until filled

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer