



## **Virgin Islands Public Broadcasting System**

### **Director of Development and Fundraising**

Unclassified/Exempt Employee position

Location: St. Thomas, US Virgin Islands

The Virgin Islands Public Broadcasting System is in search of a candidate to fill our Director of Development and Fundraising position. 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 national and local programming from various entities.
- Negotiates final agreements with funding representatives.
- Supervises and coordinates the implementation of all development initiatives.
- Secures 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 discusses program requirements and sources of funds available with CEO.
- Writes grant applications and submits 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.
- Manages the System's fundraising/membership software.

**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 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.

**Other Requirements:**

- 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 should submit a cover letter, resume, and three (3) professional letters of recommendation to:**

Human Resources  
Virgin Islands Public Broadcasting System  
P.O. Box 808  
Christiansted, VI 00821

Via email: [hr@wtjx.org](mailto:hr@wtjx.org)

**Application Deadline: Open until filled**

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer