

**Title: Fund Raising and Outreach Manager**

**Reports to:** CEO

**Status:** Salaried Non-Exempt

**Salary:** Range \$50K - 54K depending on experience plus a generous benefits package

**Schedule:** 32-40 hours weekly depending on activities and event. In-office and work-from-home

**Overview**

Thurston Community Media (TCMedia) has been greater the noncommercial, local television and digital media center in greater Thurston County for 35 years. As the media environment evolves, so must our programs, services, and revenue streams.

The Fund Raising & Outreach Manager is a new position in our organization. As a member of our leadership team, you will have the opportunity to build a department from the ground up, leading the development and implementation of creative, strategic fundraising, and outreach efforts to support TCMedia's mission of providing communication resources to build stronger communities now, and into the future.

**Salary, Schedule, Benefits**

The initial salary range is \$50K-54K. The schedule is flexible and can be a combination of in-office and work-from-home. Depending on activities and events scheduled, some evenings and weekends will be required.

Benefits include:

- Paid Time Off (PTO) - 240 hours per calendar year for holidays, medical leave, child/elder care, personal time-off, bereavement, military service, or other approved absences
- Vacation-12 days per calendar year to start. Vacation accrues monthly, increasing with tenure
- Paid medical, vision, and dental insurance for the employee including employer contribution to a Health Savings Account for participating employees.
- SIMPLE-IRA retirement plan. TCMedia matches up to 3% of gross salary when employees contribute.
- 5-weeks paid Professional Development Leave every 5 years

**What You'll Do**

- Develop and execute TCMedia's annual fundraising plan
  - Create and execute a strategy for growing and sustaining an individual donor base
  - Develop and maintain ongoing relationships with major donors
  - Organize and oversee special events
  - Develop and track proposals and reports for all foundation and corporate fundraising
- Work collaboratively with the CEO and/or the creative staff to establish messaging and design solicitations, newsletters and other publications, and digital media products to promote our development projects and encourage community support.
- Leverage our digital presence (e.g., email, website, social media) to improve TCMedia's outreach and fundraising efforts
- Coordinate/train members of the Board of Directors to participate in fundraising efforts.
- Manage the donor database
- Plan, assign, and supervise the work of volunteers and work-study students and interns.

### **What You Bring to the Position**

- A combination of professional experience and post-secondary education or training that develops the essential skills necessary to be successful in this position
- Three years of increasingly responsible roles in fundraising with a demonstrated track record of meeting established fundraising goals.
- Strong project management skills. Excellent organizational skills and the ability to manage several projects at one time.
- Exceptional people skills. Ability to work collaboratively with a team of diverse volunteers, board, and staff with different backgrounds and experiences.
- Experience managing/supervising staff
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team to meet expected deadlines and goals.
- Expertise with commonly used office software and constituent relationship management (CRM) systems.
- A desire to support creative people in a creative environment

### **Highly Desirable:**

- Familiarity with the greater Thurston County, WA philanthropic and business community
- Experience with public media, marketing, and/or social media management
- Commitment to equity and inclusion

**Note to Applicants:** If you believe you can be successful in this position, we want you to apply. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. TCMedia is committed to building a diverse and inclusive organization. We urge you to apply, even if you don't think you meet every one of the qualifications listed or if you require a reasonable accommodation to apply for or perform job duties.

We are working to ensure our operations and services are welcoming, supportive, and accessible to all people. Members of the BIPOC and LGBTQ+ communities, underrepresented groups, veterans, and bi- or multi-lingual individuals are encouraged to apply.

### **Deadlines and process:**

- This position is open until filled.
- Priority will be given to applications received by May 31, 2022. Applications will be screened as they are received.
- Initial interviews will be held via ZOOM in June.
- Additional interviews will be in-person.

### **To Apply:**

Please send a PDF file of your resume and a letter introducing yourself to us. Put 'DEVELOPMENT MANAGER' in the subject line.

Email: [dvinsel@tcmedia.org](mailto:dvinsel@tcmedia.org)

Questions: Feel free to email [dvinsel@tcmedia.org](mailto:dvinsel@tcmedia.org),