



POSITION DESCRIPTION

TITLE: Campaign Coordinator

SUMMARY OF RESPONSIBILITIES:

Northeast Indiana Public Radio, the licensee of 89.1 WBOI, Classical 94.1 WBNI, WBOI.org, WBOI Studios podcasts and New Generation Media, seeks a Campaign Coordinator for our \$3.5 million *Building a Sound Future* Capital Campaign. The successful candidate will coordinate prospect lists, prospect visits, and campaign committee meetings; provide oversight for event planning and development of campaign materials, including website pages; and develop, write, and disseminate internal and external communications. The Campaign Coordinator also will provide support to key staff and leadership, Board and Campaign Steering Committee members, and community members who play critical roles in the *Building A Sound Future* Campaign.

GENERAL DUTIES AND RESPONSIBILITIES:

Work closely with the Northeast Indiana Public Radio President and General Manager; the *Building a Sound Future* Campaign Chair, and the Campaign Steering Committee to:

- Schedule and coordinate meetings of Campaign Steering Committee
- Schedule and coordinate meetings with potential donors
- Track campaign assignments and keep participants on-task and on-schedule
- Maintain up-to-date campaign database with donor information, activities, and next steps, adhering to a Moves Management process.
- Create and edit campaign communications that include but are not limited to meeting and gift acknowledgments, follow-up letters, and newsletters
- Manage content for the *Building a Sound Future* website
- Devise and manage logistics for cultivation events, coordinating with President and General Manager, the *Building a Sound Future* Campaign Chair, and the Campaign Steering Committee
- Assist in drafting funding proposals to individuals and for grants

REQUIRED EXPERIENCE AND SKILLS:

- Bachelor's degree and 3-5 years of development experience, preferably with a capital campaign, including management and oversight, events, communications, cultivation, solicitation, and grant writing
- Excellent people and administrative skills



- Advanced writing and editing skills
- Ability to meet deadlines
- Motivated, well organized, creative problem solver, self-starter
- Development database experience is preferred

Candidates must have an appreciation and understanding of Northeast Indiana Public Radio's mission.

WORK ENVIRONMENT AND HOURS:

Part-time position, generally 15-20 hours per week; will include local travel and some evenings and events. Flexible hours.

HOW TO APPLY:

Please submit your resume and cover letter to: Peter Dominowski at: gmpd@nipr.fm