

Title: Development Director

Reports to: CEO

Schedule: Flexible in-office and work-from-home. Some evenings and weekends are required

Status: Exempt – 32 hours per week **Salary:** \$48,000 + generous benefits package

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

The Development Director is a brand, new position in our organization. As a member of our senior leadership team, you will have the opportunity to build a department from the ground up, leading the development and implementation of creative, strategic fundraising 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 is \$48,000 per year for a 32-hour weekly work schedule (.80FTE). 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) for holidays, medical leave, child/elder care, personal time-off, bereavement, military service or other approved absences
- Vacation-12 days per year to start. Vacation accrues monthly and increases with tenure
- Paid medical, vision, dental insurance for the employees 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.

Major Responsibilities - What you'll do to build a successful development department and team

- 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
- Leverage our digital presence (e.g., email, website, social media) to improve TCMedia's outreach and fundraising efforts
- Work collaboratively with the CEO and/or the creative staff to establishing messaging and design solicitations, newsletters and other publications, and digital media products to promote our development projects and encourage community support.
- 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.

Must Haves – What We’re Looking For

- A bachelor’s degree or a combination of professional experience and post-secondary education/training that is appropriate to be successful in the position.
- A minimum of 3 years of increasingly responsible professional experience 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 a constituent relationship management (CRM) systems.
- A desire to support creative people in a creative environment

Highly desirable:

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

Other information:

A successful, comprehensive background check is a requirement for employment.

TCMedia is committed to being equitable and inclusive in our work and practices. We are learning and working to ensure our operations and services are welcoming, supportive, and accessible to all people. We strongly encourage members of the BIPOC and LGBTQ communities, underrepresented groups, veterans, and bi- or multi-lingual individuals to apply for this position.

Deadlines and process:

This position is open until filled.

Applications will be screened as they are received.

Initial interviews will be held via ZOOM in early August.

Second round interviews will be in-person.

To Apply:

Please send a resume and cover letter via email or US mail to:

Email: dvinsel@tcmmedia.org

US Mail: Deborah Vinsel, CEO
Thurston Community Media
440 Yauger Way SW, Suite C
Olympia WA 98502

Questions: Feel free to email dvinsel@tcmmedia.org, or call 360-956-3100 x 101