

DEVELOPMENT ASSISTANT

Job Summary

KJZZ/KBACH public radio is looking for a committed individual that wants to join the dynamic and fast-paced Public Radio Development Team at Rio Salado College. We are seeking someone who is dedicated, reliable and capable of assisting with answering phones, data entry, customer service, and fund raising.

Job Duties and Responsibilities

Provide support to membership assisting with data entry, accounting, and correspondence
Respond to donor inquiries through phone calls, emails and correspondence
Assist with fundraising activities from campaigns, mailing and on-air pledge drives
Perform various clerical and other duties as assigned

Desired Qualifications

Strong attention to detail and excellent organization skills
Professional attitude, excellent customer service skills and works well with others
Ability to work independently, prioritize multiple tasks and complete work within deadlines
Strong oral and written communication skills
Computer skills including but not limited to Microsoft Excel, Word, Access and mail merges
Allegiance or a similar donor relational database system
The ability to alternate between varied tasks throughout the day
Knowledge of the various aspects of nonprofit giving
Bookkeeping or accounting experience

Minimum Qualifications

Associate's Degree in business administration or directly related field.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Pay Rate and Hours

\$16 - \$18 per hour (no benefits)

19 hours per week, Monday-Friday

Specific hours to be determined

The hours will be scheduled between 8:00 am to 5:00 pm Monday-Friday.

Early mornings, evenings or weekends may occasionally be required for station events and activities.

To apply send resume and cover letter to tmartin@rioradio.org.