

Proposed new position -

TR 4

JOB TITLE: Fund Drive Coordinator/Volunteer Coordinator

CLASSIFICATION: Confidential/Exempt

STATUS: Temporary (until the hiring of a Development Director), 75% time (30 hrs/wk)

SALARY: \$33,000/year, plus benefits

JOB SUMMARY:

- I. Oversee/coordinate all aspects of station fund drives. **(This work is currently being done by a committee of staff members, at the expense of their regular jobs.)**
- II. Coordinate the integration of volunteers into the work life of KPFA.

DESCRIPTION OF TASKS:

- I. To plan and coordinate the cooperative work of volunteers and staff in all aspects of the station's fund drives and special event fund raisers. To include, but not limited to:
 - Obtain and produce premiums.
 - Obtain food and beverages for pledge drive phone room and ensure appropriate announcements for participating vendors.
 - Supervise and facilitate pledge drive "pitching" training.
 - Supervise and schedule phone room coverage by volunteers and Off-Air Coordinators.
 - Supervise and facilitate training for all aspects of off-air coordination.
 - Produce and/or schedule production of carts for fund drive announcements.
 - Schedule use of pitchers, premiums, and special preemptions.
- II. Coordinate volunteer participation in all areas of station operations.
 - Recruit volunteers.
 - Coordinate the activities of any volunteers who participate in the structured review of all station programming.
 - Coordinate volunteer participation in non-fund raising special events.
 - Coordinate volunteer assistance to, or membership in, established committees (Community Advisory Board, Outreach, etc.).
 - Maintain records of all time logged by all volunteers. Confer with management regarding improved record keeping for volunteer radio production staff and volunteers in the phone room, with subscription services, and facility maintenance.
 - Schedule station events to facilitate better communication and cooperation among all members of the KPFA family.

KNOWLEDGE/EDUCATION

College degree or relevant experience; 2-3 years minimum experience; not-for-profit experience desirable.

SUPERVISION

Under general supervision of the General Manager.