

Our Lady of Guadalupe Radio, Inc.
Annunciation Radio
Position Description
February 2018

JOB TITLE: Development Director – North West and North Central Ohio area within the Diocese of Toledo

LOCATION: 3662 Rugby Dr., Toledo 43614 and all of 89.7 WNOC Toledo, 88.1 WHRQ Sandusky, WFOT 89.5 Lexington, 90.9 WSHB Willard and 89.9 Edon Ohio listening areas.

HOURS: Monday through Friday 8:00am to 5pm – flexible scheduling based on network needs

JOB TYPE: Full-time, Exempt

BASIC FUNCTIONS: Responsible for the development and implementation of programs designed to foster a positive relationship of the station with its potential listening audience. Communicates the mission through one-on-one meetings and personal appearances. May assist the Program Director and Office Manager with on-air announcements, web updates, e-mail updates, publishing a semi-annual newsletter and annual report. Identifies and secures donations, establishes and cultivates relationships with new/existing donors, assists with the implementation of various events and fundraising initiatives (direct mail programs, Gatherings in-home and at station, Share-a-thons, etc.). Schedule visits and distributes marketing and evangelization materials. Responsible for maintaining the Main office and studios. Recruits and motivates the Annunciation Radio Advancement Committee to assist with the mission. Other duties, as assigned.

REPORTS TO: President, Our Lady of Guadalupe Radio, Inc.; Collaborates with the Program Director.

COLLABORATES WITH: President, Office Manager and Program Director, OLGR Board of Directors, Parish Priests, Catholic Institutions, Apostolates, & Ministries in the Annunciation Listening areas.

DUTIES AND RESPONSIBILITIES:

Oversight and coordination of on-air membership drive called a Share-a-thon (\$190,000– 2018 with 10% increase annually)

Secures Challenge dollars for Share-a-thon totaling \$\$85,000 (included in overall Share-a-thon total)

Secure Major Gifts (\$25,000+ /1st year not included in Share-a-thon totals)

Assist with the coordination of a Summer Appeal and End of Year Appeal

Coordination of special events and community building programs through the Advancement Committee

Assist with the oversight and coordination of Communications and Public Relations with the President and staff

Coordinates annual giving and planned giving campaigns

Coordinates activities of sub-committees for Listening Areas

Helps direct publication of communication media

(Articles, newsletter, e-mail, website, social media and targeted mailings)

Long Range Development Planning

Management of donor database through daily updates to donor management system

Donor recognition and stewardship

Volunteer management and recognition

Guidance of Advancement Committee

Provides timely bi-monthly report (API) of activities to the President

Serve on various committees
Other duties as assigned

QUALIFICATIONS: Practicing Roman Catholic with a deep love for the Catholic faith and faithful to the Magisterial teaching of the Church. Candidate **must** have previous experience working in development. Ideal candidate has five years of proven effectiveness in a development office and will have the ability to network with Catholics in our listening area.

Outstanding interpersonal and communications skills both oral and written, with an ability to effectively relate to donors and clergy and create/establish relationships through highly professional and ongoing communications (personal visits, telephone calls, and e-mails). Able to network with potential business Underwriters.

Must have a passion for the mission of the network, an understanding of the programming offered and the ability to effectively solicit donations in an energetic, professional, and ethical manner.

Highly organized, with a track record of working in a multi-task environment. Must work well in both a team environment and on an independent basis. Must be able to work under pressure and adhere to deadlines.

Must have strong computer skills (Microsoft Word, Excel, Outlook, Publisher), project management skills, and be extremely detail oriented.

Working knowledge of Denari Online Software a plus.

Strong supervisory skills in order to oversee volunteers and staff to accomplish assigned projects.

Must be willing to work some evenings and weekends. A fair amount of travel within the Diocese of Toledo is expected.

SALARY: This is a full-time management position. The successful candidate will be working independently from the main office which is located in Toledo. Annual salary depends on experience.

TO APPLY:

Send resume and letter of interest, salary requirements and three references to:

Deacon Mike Learned
President
Annunciation Radio
3662 Rugby Dr.
Toledo, Ohio 43614

or e-mail to info@annuncaitionradio.com
or fax to (419) 214-1071

All résumés and general inquiries will be retained for a maximum of 1 year. Only qualified applicants will receive an interview due to the high volume of applications expected.