



120 Wall Street 10fl  
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**General Manager**  
Berthold Reimers

**Program Director**  
Tony Bates

**Development Director**  
Andrea Katz

**Fiscal Director**  
Indra Hardart

**Public Affairs Director**  
Kathryn Davis

**News Director**  
Jose' Santiago

**Local Station Board:**

**Chairperson**  
Mitchel Cohen

Suzanne Adely  
Nia Bediako  
Carolyn Birden  
John Brinkley  
Stephen Brown  
Elizabeth Brown  
Janet Coleman  
Russell Dale  
Kathryn Davis  
Betty Dopson  
Andrea Fishman  
Ray Laforest  
Bob Lederer  
Lawrence Lucas  
R Paul Martin  
Teresa Palmer  
Shawn Rhodes  
James Ross  
Manijeh Saba  
Alex Steinberg  
Daniel Vila  
Bernard White  
Camille Yarbrough

## Job Posting

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### Development Director

A managerial position working closely with the management team to co-ordinate fundraising and grant related activities.

**Qualifications:**

- Minimum 5 years experience in a top level administrative position.
- Masters degree in Administration.
- Proven record of grant writing abilities and successful foundation initiatives.
- Experience with coordinating public/art/fundraising related events.
- Knowledge of not-for-profit fundraising opportunities.
- Experience with desktop and online publishing as well as new media.
- Expertise in the use of Microsoft Word, Excel, Adobe Illustrator, Photoshop and Constant Contact.

**Responsibilities:**

- 1- Oversee new fundraising ventures and maintain an ongoing online auction initiative as well as other online fundraising.
- 2- Organize a capital fundraising campaign and donor circle.
- 3- Develop relationships with appropriate public and private foundations (write grants and make applications).
- 4- Publish the monthly newsletter and organize email lists.
- 5- Integrate new media into regular PR procedures.
- 6- Oversee recruitment and supervision of interns/volunteers.
- 7- Develop partnerships with complimentary community organizations and other public radio stations
- 8- Coordinate re-branding, marketing, and advertising activities.
- 9- Analyze and design procedures for efficient operations of fund drives and collections.
- 10- Keep producers apprised of grant opportunities.
- 11-Assist with the co-ordination of fund drives, pledge collections, and sponsored events.

Send letter of inquiry and resume before October 31,2011 to:  
Berthold Reimers, General Manager  
120 Wall St 10th fl  
NYC, NY 10005  
or email: [berthold@wbai.org](mailto:berthold@wbai.org)