

# POSITION AVAILABLE

## MEMBERSHIP COORDINATOR

### JOB DESCRIPTION

KPFA is seeking a Membership Coordinator to aid in the service of its listener sponsors.

### RESPONSIBILITIES

The Membership Coordinator assists the Development Director with planning and implementing on-air fundraising pledge drives. The Membership Coordinator is responsible for ordering, shipping, and managing fulfillment of pledge premium gifts after the Fund Drives. The Membership Coordinator is the first point of contact for donor needs.

### Specific responsibilities include:

- Keep an updated and accurate database with premium information during and after fund drives
- Assist in scheduling and managing offers during Fund Drives
- Manage phone room during fund drives either directly or by supervising support staff including scheduling and training support staff during drives
- Manage the acquisition, creation of, and distribution of thank you gifts (premiums) for donors
- Keep records of and communicate financial transactions regarding premiums with Business Department
- Maintain and expand excellent donor relations, including donor thanks and troubleshooting donor issues/complaints
- Establish, expand and maintain excellent relationships with Call Centers and premium vendors
- Assist with sending out mailings and bills

### Benefits

- Part-time (32 hrs/wk)
- Communications Workers of America (CWA) union position
- Flexible schedule with opportunity for additional hours
- Generous benefit package including healthcare and dental

### How To Apply

To apply please attach a resume, a letter of interest, and 3 references in an email to:

- Development Director, Brooke Caputo at [brooke@kpfa.org](mailto:brooke@kpfa.org)
- Current Membership Coordinator, Vera Tykulska at [vera@kpfa.org](mailto:vera@kpfa.org)