



KRVM MEMBERSHIP COORDINATOR

KRVM is a non-commercial radio station licensed by the Eugene School District 4J. Our success is the result of a dedicated staff and volunteer team, our listeners and business underwriters.

Position Summary

Provides high quality service and engagement to members and business clients that reflects KRVM's mission, values and standards. Includes management of membership information, prompt donation processing, processing and record keeping of membership and underwriting revenue, all aspects of fund raising, traffic log generation and marketing.

Distinguishing Characteristics

Distinguished by strong organizational and multitasking skills, the ability to maintain a high level of confidentiality and people skills. It is also distinguished by the need to secure donations and provide services to members.

Supervisory Relationship

This position reports to the Radio Station Operations Manager.

Essential Functions

1. Coordinate, manage, track and evaluate all membership and renewal activities, including management of membership database. Serve as primary Member Services contact for incoming phone calls and emails.
2. Coordinate and manage donations and underwriting revenue, process expense invoices and ensure the accurate accounting of both revenue and expenses.
3. Plan, organize and participate in exciting and effective fund raising drives and promotional events in the community.
4. Plan and schedule underwriting and promotional announcements for radio programs utilizing traffic software.
5. Maintains regular and prompt attendance.
6. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. General knowledge of Federal Communications Commission regulations applicable to non-commercial radio stations.
2. Demonstrated ability to communicate effectively, both verbally and in writing.
3. Ability and skill to develop fund raising or other types of marketing strategies and plans.
4. Broadcast Traffic software knowledge preferably Natural Log.
5. Personal Computing skills to operate our business systems: QuickBooks, Word, Excel, donor management software and various graphic capabilities.
6. Ability to handle a variety of tasks throughout the day, including communication with members, listeners, underwriters, staff and volunteers, coordination of membership

information and donations, input of underwriter information in traffic software and accurate accounting of revenue and expenses.

Minimum Qualifications

Education and Work Experience

- High school diploma required, some college preferred.
- Fund raising or development work experience.
- Ability to maintain a high level of confidentiality.
- Demonstrated ability to perform the requirements of the job.
- Previous experience in a non-profit setting preferred, but not required.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 11 – 12 month calendar
Approved by	Cydney Vandercar, Director of Human Resources
Last revised	August 8, 2017