

DEVELOPMENT SPECIALIST In the Des Moines Office

Iowa Public Radio (IPR) seeks a detail-oriented and customer service focused professional to support our Development team's fundraising efforts. The ideal candidate has a minimum of 1 year of experience in customer service and/or administrative support in a professional office environment, including experience using various software platforms such as Microsoft Office, the Adobe Creative Suite, and database systems. The Development Specialist will provide support by answering phones and membership e-mails, responding to member service requests, printing and mailing donor correspondence, executing daily or monthly thank you gift and special events tickets fulfillment, and maintaining physical and electronic files related to donors and merchandise inventories.

This position is based in Des Moines.

POSITION SALARY RANGE:

- \$14.49 - \$24.79 per hour

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Business, Marketing, Communications, or related field;
- 1 year of experience in customer service and/or administrative support in a professional office environment; and
- Experience operating Microsoft Office Suite programs, Adobe Creative Suite products and internet platforms.

PREFERRED QUALIFICATIONS:

- Experience accurately coordinating multiple tasks at once with competing deadlines;
- Excellent written and verbal communication skills with attention to detail;
- Experience using database systems such as Sungard, Blackbaud Raiser's Edge, or Agilon; and
- Ability to work effectively as a member of a team.

APPLICATION PROCESS:

Submit cover letter, resume, and contact information for at least three (3) professional references to iprrecruiting@iowapublicradio.org. Inquiries may be routed to iprrecruiting@iowapublicradio.org or 515-725-1707.

Applications must be received by **5 pm Thursday, January 4, 2018**. Employment is contingent upon the successful outcome of a background check.

Iowa Public Radio is an Equal Opportunity Employer.