



**WBGO Jazz 88.3 FM**

54 Park Place,  
Newark, N.J. 07102  
[www.wbgo.org](http://www.wbgo.org)

## **DEVELOPMENT ASSISTANT**

### **Job Description**

Reporting directly to the Vice President of Development, the Development Assistant will not only assist the Vice President of Development but will provide support to the entire Development Team. The Development Assistant must be creative and enjoy working within an entrepreneurial environment that is mission-driven and community oriented. The ideal individual will have the ability to exercise sound judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to balance multiple priorities. The Development Assistant should be a resourceful team-player, with the ability to be extremely effective independently. WBGO is an entrepreneurial environment and the ideal candidate will bring his or her own unique talents and interests to the organization.

### **Roles & Responsibilities**

- Ensure proper donor activity tracking, including contact information, gifts, and event attendance.
- Conducts research and prepare profiles for prospects, including individuals, corporations, and foundations identified by development officers as potential funding sources. Process donations and prepare acknowledgment letters and other correspondence.
- Create monthly fundraising reports and ad hoc reports.
- Work with the team to develop and implement donor cultivation and stewardship activities.
- Supporting team with day to day operational logistics from calendars and schedules to the preparation of information packets, updating, and organization of files and documents, and ordering office supplies.
- Track, process and acknowledge all matching gifts.
- Assist in the coordination of WBGO travel and events.
- General database processing and data entry.
- Must be available to work evenings and weekends.

### **Requirements**

- Bachelor's degree required
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.



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- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of donor relations.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Experience with internal and external communications, partnership development, and fundraising.
- Prior Experience with Raiser's Edge or other Fundraising Database required.
- Proficiency in Microsoft Office (Word; Excel; PowerPoint) required.
- Interest and/or working knowledge of jazz and public broadcasting is a plus.

### **About WBGO**

WBGO is the global leader in jazz radio, broadcasting from the jazz capital of the world. Founded in 1979, WBGO is a publicly-supported cultural institution that preserves and elevates America's music: jazz and blues. WBGO reaches a weekly audience of more than 400,000 in the New York/New Jersey metro area via 88.3FM. Through programs such as Jazz Night in America, produced in partnership with NPR and Jazz at Lincoln Center, and WBGO's position as a content provider to NPR, its reach extends to millions more across the country. From its home base of Newark, New Jersey, Public Radio station WBGO has long been an anchor institution in community engagement through its partnerships, concerts, education and news programming.

Interested Candidates should forward a resume, cover letter and salary requirements to [thall@wbgo.org](mailto:thall@wbgo.org) with "Development Assistant" in the subject line or mail to

WBGO  
54 Park Place  
Newark, NJ 07102

No phone calls please

All positions at WBGO are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, veteran status or any other characteristic protected by law. All qualified candidates are encouraged to apply.