



## **Development Officer, Corporate and Foundation Partnerships**

### **ORGANIZATION OVERVIEW**

Newark Public Radio, WBGO Jazz88.3FM, an affiliate of NPR, is a publicly-supported, cultural institution that champions jazz and presents blues, R&B, and award-winning news to a local and worldwide audience of 400,000 people through radio, the Internet, mobile apps, and events. Within public radio, WBGO is regarded as a leader for its ground-breaking work in the presentation of jazz as well as its community and volunteer involvement, special events, and collaboration with local, national, and international artists. It is the most listened to NPR jazz station in the country, and the New Jersey State Council on the Arts has named WBGO a “Major Impact Arts Organization” for over 20 consecutive years.

WBGO has significantly expanded its metropolitan area presence with a broadcast tower on the top of New York’s 4 Times Square. The \$3 million capital campaign to fund the tower started with a challenge grant from the Prudential Foundation. The successful relocation of the transmitter has already realized tremendous audience growth, achieving the highest weekly cumulative audience in the history of the organization.

In 2017, WBGO launched a new strategic plan” included increased visibility as the main provider of Jazz programming and editorial coverage to NPR, giving it an even larger footprint with a global audience. WBGO employs more than 52 full and part-time staff at the station. Operating as a 501(c) 3 organization, WBGO is funded by more than 17,000 members each year, and by a combination of corporate, foundation, and governmental grants. The organization is governed by a Board of Trustees.

Through its history, strong listener affiliation, quality, unique positioning and global and local presences, WBGO has positioned itself for a true fundraising breakthrough. The **Development Officer, Corporate and Foundation Partnerships** will be a contributor and leader of this breakthrough.

### **Role Summary:**

The **Development Officer, Corporate and Foundation Partnerships** cultivates and solicits financial support from institutional partners, foundations, and corporations with a Corporate Social Responsibility mission as well as government sources. Under the supervision of the Vice President of Development, The **Development Officer, Corporate and Foundation Partnerships** is part of a skilled team that pursues funding



for support of WBGO priorities and initiatives with an emphasis on new donors and multi-year grants.

### **Responsibilities:**

- Manages and facilitates institutional donor involvement including discovery, cultivation, ask /close and stewardship. Build and manage a portfolio of corporate and foundation grants. Helps to design fundraising strategies and determine appropriate steps for cultivation and solicitation, contacts prospective funding sources and follows up with appropriate actions such as helping to prepare senior WBGO staff for prospective donor meetings through written and/or oral briefings, and schedules and attends meetings and presentations.
- Interacts with funders over the phone, e-mail, and in person, to develop and deepen relationships through formal and informal stewardship.
- Researches, identifies and cultivates new sources of funding.
- Gathers information and prepares or oversees the draft and final proposals, correspondence and other accompanying materials, including budgets; oversees/coordinates the production of final proposals with accompanying materials.
- Assists with and oversees gathering information and writing interim and final reports on deadline to funding sources and other constituencies, including submission of financial reports.
- Works collaboratively with other Development staff by sharing materials in order to improve the quality of the department's materials.
- Works collaboratively with other team members to establish and achieve revenue goals and to meet deadlines.
- Initiates and participates in project development discussions with staff from other departments. Develops a thorough knowledge of digital and on-air program offerings and initiatives at WBGO.
- Monitors new grant-making activity and changing developments in the community of institutional donors.
- Updates and maintains files and/or database to reflect contacts with funders.
- Performs other duties as assigned.
- Serves as an appropriate representative of WBGO with all audiences.

### **Qualifications:**

- **Education:** Bachelor's degree required. Advanced degree or CFRE a plus.

### **Required Skills:**

- Four to six years of corporate and foundation relation building in a non-for profit setting.



- Demonstrated fundraising success of grants over \$250,000 and annual fundraising of over \$1 million.
- Must have excellent writing and editing skills, preferably in the area of fund development and/or grant writing.
- Ability to eloquently articulate WBGO's mission and programs, and show passion for the mission of WBGO.
- Proven ability to strategically and effectively build relationships and partnerships with corporations and foundations.
- Demonstrated ability to work effectively with and gain the respect and support of various constituencies, including WBGO administrative and volunteer leadership, donors, colleagues, and member stations.
- Must possess good judgment and exercise diplomacy in dealing with a variety of constituents.
- Must have excellent organizational skills with the ability to prioritize work appropriately and adapt easily to changing priorities. Able to apply strategic and creative thinking, while being persistent, motivated and energetic, along with the ability to work in detail-oriented fashion.
- Ability to work evenings and weekends.
- Willingness to work closely with the WBGO team to ensure the successful engagement of the community through station activities including but not limited to fund drives, member cultivation and signature events.
- A knowledge or love of jazz and public radio is preferred.

### **Application instructions:**

Please submit your resume, cover letter and salary requirements along with a writing sample. This writing sample can include a proposal to a major donor, grant with cover letter, or some similar document, and a fundraising report. Applications may be submitted to [airizarri@wbgo.org](mailto:airizarri@wbgo.org).

*WBGO, Jazz 88.3 FM provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*